

UNSW Administrative Staff Network (AdminNet)

Terms of Reference

Version: 2

Author: Tatjana Kroll; Date: 21 April 2009

Version: 1

Authors: Malcolm Buck, Tatjana Kroll, Lucy Macnaught; Date: 10 June 2003

Table of Contents

- 1. Introduction**
 - 1.1 Purpose
 - 1.2 Scope
 - 1.3 Objectives
 - 1.4 Context
 - 1.5 Participants

- 2. AdminNet Patron**

- 3. AdminNet Committee**
 - 3.1 Composition of the Committee
 - 3.2 Functions of the Committee
 - 3.3 Reporting

- 4. Roles of Office Holders and the Committee Members**
 - 4.1 Chairperson
 - 4.2 Deputy Chairperson
 - 4.3 Secretary
 - 4.4 Treasurer
 - 4.5 IT Officer
 - 4.6 Marketing Officer
 - 4.7 Members

- 5. Meetings of the Committee**
 - 5.1 Frequency & Location
 - 5.2 Voting & Recommendations
 - 5.3 Quorum
 - 5.4 Agenda
 - 5.5 Minutes

- 6. Financial Responsibilities**
 - 6.1 Financial Reports
 - 6.2 Financial Transactions

- 7. Record Keeping**

- 8. Amendments**

1. Introduction

1.1 Purpose

The purpose of this document is to provide guidance as to the operation and responsibilities of the Administrative Staff Network (**AdminNet**) of the University of New South Wales (UNSW).

1.2 Scope

The Terms of Reference that are provided in this document are not intended to limit the matters that may be considered by **AdminNet**. Rather, they are intended to be a framework within which they may usefully operate.

1.3 Objectives

The objectives of **AdminNet** are to provide a means of communication and networking for all administrative staff at UNSW, to facilitate resource and knowledge sharing, to enhance the profile of administrative staff within the University and to foster personal as well as professional growth in all administrative staff. This is achieved through the activities the network delivers which can be, but are not limited to, information sessions, end-of-year celebrations, Administrative Professionals Day event, the **AdminNet** website, an email explode list, opportunities to gain committee experience by participation in the volunteer **AdminNet** committee.

1.4 Context

Management of UNSW recognises that it has a responsibility with regard to staff training and development as well as achieving best practice in relation to the use of resources. **AdminNet** is established to facilitate and support networking of administrative staff at UNSW in conjunction with Organisation & Staff Development Services (OSDS) to address administrative staff development issues and resource sharing as a complement to the UNSW Strategic Intent.

1.5 Participants

(a) Participation in **AdminNet** is voluntary, non-paid and open to general and administrative staff working in the practical application of administration at UNSW and this includes all staff of all faculties and divisions of UNSW, meaning all:

- Administration Assistants
- Administration Officers
- Administration Managers
- Executive Assistants
- Clerks
- Secretaries
- Research Assistants
- Librarians
- Administration staff from COFA and ADFA

(b) The **AdminNet** Committee has the authority to consider the inclusion of other participants when and if necessary.

2. AdminNet Patron

AdminNet is represented by its Patron who is a UNSW staff member in a senior administrative role. The appointment of the Patron is by invitation only through the **AdminNet** Committee. The role of the Patron is voluntary and non-paid and their responsibilities shall include:

- (a) assisting the Committee in promoting the value of **AdminNet** to UNSW staff and senior management
- (b) attending network functions and give speeches wherever possible and appropriate
- (c) promoting **AdminNet's** activities encouraging other senior staff to promote the participation of their administrative staff in their schools, faculties and departments.

The Patron is invited - but not expected - to attend all Committee meetings, however s/he has no voting rights.

The Patron is appointed on an ongoing basis until either party wishes to withdraw from the appointment. The appointment can be withdrawn at any time with immediate effect.

3. AdminNet Committee

3.1 Composition of the Committee

AdminNet is to establish a committee from the **AdminNet** membership dealing with issues specific to administrative staff matters at UNSW. The Committee shall comprise nominated or self-nominated staff who are willing to share their knowledge, be proactive, promote administrative staff training and development, and shall include one staff member from (OSDS). Participation in **AdminNet** is voluntary and on a non-paid basis.

3.2 Functions of the Committee

The **AdminNet** Committee is to develop, maintain and increase an administrative staff support network at UNSW. This may include:

- a “New Colleague” program linking a new **AdminNet** member with one Committee member
- identification and facilitation of the development and on-going learning for administrative staff at UNSW in conjunction with OSDS
- improvement of the communication among the administrative staff within and outside UNSW via an email explode list, information sessions, a website etc.
- raising the profile of administrative staff expertise within UNSW
- co-ordination of site visits (Inter and intra University)
- liaison with similar groups in other institutions

3.3 Reporting

The **AdminNet** Committee shall report to OSDS. An annual report and annual financial statement shall be submitted at the end of the first quarter of each year (= 31 March).

The annual report needs to be signed by the Chairperson and the Deputy Chairperson.

The annual financial statement needs to be signed by the Chairperson and the Treasurer.

4. Roles of the Office Holders and the Committee Members

- (a) The office holders elected by the Committee will constitute: Chairperson, Deputy Chairperson, Secretary, Treasurer, IT Officer and Marketing Officer.
- (b) The election of office holders will be held at the 1st meeting of the Committee each year; although upon the resignation of an office holder the replacement office holder shall be elected at the earliest convenience of the Committee.
- (c) The term of office for each office holder shall be two (2) years, although an office holder may be re-elected to another office holder's position in any year, and the same position after two years.
- (d) One Committee member can hold up to two positions within the Committee should there not be sufficient volunteers.

4.1 Chairperson

The Chairperson shall be elected by the members of the **AdminNet** Committee. Additional to the responsibilities of a member, the Chairperson's responsibilities shall include:

- (a) setting and circulating the agenda for **AdminNet** Committee meetings one week prior to the next meeting at the latest, also inviting the Patron
- (b) chairing the meetings of the **AdminNet** Committee
- (c) ensuring that the **AdminNet** Committee, its members and its Patron act in accordance with these Terms of Reference
- (d) signing the annual report as well as the annual financial statement
- (e) reporting to OSDS and
- (f) safe keeping of the **AdminNet** TRIM file

4.2 Deputy Chairperson

The Deputy Chairperson shall be elected by the members of the **AdminNet** Committee. Additional to the responsibilities of a member, the Deputy Chairperson's responsibilities shall include:

- (a) deputising for the Chairperson in the absence of the Chairperson, and in that time have all the powers, obligations and limitations, as conferred on the Chairperson as detailed in 4.1
- (b) assisting the Chairperson and Secretary in their duties and
- (c) signing the annual report

4.3 Secretary

The Secretary shall be elected by the members of the **AdminNet** Committee. Additional to the responsibilities of a member, the Secretary's responsibilities shall include:

- (a) ensuring that the minutes of the meetings of the **AdminNet** Committee are recorded
- (b) preparing and circulating the minutes to the members of the committee and OSDS, two weeks prior to the next meeting at the latest
- (c) keeping an "attendance list" at every meeting of the Committee, which should include:
 - (i) date of meeting
 - (ii) names of members present
 - (iii) visitor's names
 - (iv) apologies
- (d) maintaining a "hard copy" record of the minutes of meetings
- (e) booking the meeting rooms
- (f) keeping a record of office holders, their election and expiry date of their term

4.4 Treasurer

The Treasurer shall be elected by the members of the **AdminNet** Committee. Additional to the responsibilities of a member, the Treasurer's responsibilities shall include:

- (a) keeping of all financial records required by **AdminNet** and in conformity of the requirements of OSDS
- (b) making all financial transactions as required by **AdminNet**, but only with the authorisation of the **AdminNet** Committee as detailed in Paragraph 5.2
- (c) preparing and presenting at each **AdminNet** Committee meeting a statement of income, expenditure and account balance
- (d) preparing and signing the annual financial statement of funding income and expenditure by **AdminNet** for submission to OSDS as detailed in Paragraph 3.3

4.5 IT Officer

The IT Officer shall be elected by the members of the **AdminNet** Committee. Additional to the responsibilities of a member, the IT Officer's responsibilities shall include:

- (a) convening and chairing any IT subcommittee established by the **AdminNet** Committee
- (b) developing, maintaining and managing the **AdminNet** website

4.6 Marketing Officer

The Marketing Officer shall be elected by the members of the **AdminNet** Committee. Additional to the responsibilities of a member, the Marketing Officer's responsibilities shall include:

- (a) convening and chairing any Marketing subcommittee established by the **AdminNet** Committee
- (b) raising the profile of **AdminNet**
- (c) developing initiatives on increasing the communication among the administrative staff at UNSW and fostering ways in which administrative staff expertise at UNSW can be promoted
- (d) establishing and maintaining a relationship with the UNSW Uniwide Marketing Group

4.7 Members

Members' responsibilities shall include the consideration of all matters relating to the functions of the **AdminNet** Committee outlined in these Terms of Reference.

5. Meetings of the Committee

5.1 Frequency & Location

Meetings of the **AdminNet** Committee shall be convened every two months and/or as required. The location of meetings will be discussed at each Committee meeting and shall include various venues to cover different locations across campus.

5.2 Voting & Recommendations

All issues determined by the **AdminNet** Committee shall be resolved by consensus.

5.3 Quorum

For a Committee meeting quorum to be achieved, a minimum of six (4) **AdminNet** members (one being the Chairperson or their alternate) must be present or participate in the meeting by telephone.

5.4 **Agenda**

The agenda shall be circulated one week prior to the next meeting at the latest. The following agenda format for an **AdminNet** Committee meeting is recommended:

- Welcome
- Apologies
- Confirmation of minutes of previous meeting
- Matters arising from minutes
- Finance report
- Issues previously notified to the Chairperson for discussion
- Any other business
- Confirmation of next meeting date, time, venue

5.5 **Minutes**

- (a) Minutes of all meetings of **AdminNet** shall be recorded and prepared by the direction of the Secretary, or his/her delegate, and distributed to all members of the committee, OSDS and the Patron two weeks prior to the next meeting taking place.
- (b) A copy of the minutes shall be posted on the **AdminNet** website in co-operation between the Secretary and the IT Officer. Minutes of all committee meetings shall also be made available to any staff upon request.

6. **Financial Responsibilities**

6.1 **Financial Reports**

- (a) The minutes of each meeting shall contain a statement of income, expenditure and account balance.
- (b) An annual financial statement of funding income and expenditure by **AdminNet** shall be prepared by the Treasurer for submission to OSDS at the end of the first quarter of each year (= 31 March).
- (c) The annual financial statement needs to be signed by the Chairperson and the Treasurer.

6.2 **Financial Transactions**

- (a) Any proposed financial outlay must be submitted in writing to the Committee who will consider it with regard to the objectives detailed in Paragraph 1.3.
- (b) Paragraph 5.2 and 5.3 shall apply to all decisions regarding expenditure.
- (c) All financial transactions shall be carried out through the administration of OSDS.

7. **Record Keeping**

An official UNSW file was requested in 2009 to record all **AdminNet** documentation on the University's TRIM record system. This file shall be kept by the **AdminNet** Chairperson and shall be available at every Committee meeting.

8. **Amendments**

The Terms of Reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all Committee members, by agreement of the majority.

The above Terms of Reference for UNSW **AdminNet** have been agreed to on _____
by the _____ Date

AdminNet Chairperson
Helen O'Shea
Faculty of Science

Signature

AdminNet Deputy Chairperson
Jennifer Till
Office of the Pro Vice-Chancellor Research Strategy

Signature

on behalf of all Committee members.