UNSW Administrative Staff Network  
(AppinNet)

Terms of Reference

Authors: Malcolm Buck, Tatjana Kroll, Lucy Macnaught

Date: 10 June 2003

Version: 2.3

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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 Context
Management of UNSW recognises that it has a responsibility with regard to Staff Development. AdminNet is established to facilitate and support networking of administrative staff at UNSW and to address administrative staff development issues as a complement of the UNSW strategy.

1.4 Participants
(a) Participation in AdminNet is 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
   - Administration staff from COFA

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

2. AdminNet Committee

2.1 Composition of the Committee
AdminNet is to establish an independent committee dealing with matters specific to administrative staff matters at UNSW. The Committee shall be comprised of nominated or self-nominated staff that are willing and able to promote administrative staff development and support at UNSW, and shall include one staff member from Staff Development.

2.2 Functions of the Committee
The AdminNet Committee is to develop and maintain an administrative staff support network at UNSW. This may include:
   - creation of database of personnel/skills, equipment, resources and facilities
   - creation of a website, with the expectation of developing a web-based learning environment
   - initiation of a mentoring system
   - identification and facilitation of the development and on-going learning for administrative staff at UNSW
   - improvement of the communication among the administrative staff within and outside UNSW
   - 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 and any other activity

2.3 Reporting
The AdminNet Committee shall report to the Director of Staff Development. An annual report and financial statement shall be submitted prior to 31 December each year.

3. Roles of the Office Holders and the Committee Members

3.1 (a) The office holders elected by the Committee will constitute a: 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.

3.1 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 meetings of the AdminNet Committee
(b) chairing the meetings of the AdminNet Committee
(c) ensuring the AdminNet Committee and its members act in accordance with these Terms of Reference and
(d) reporting to the Director of Staff Development

3.2 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 3.1
(b) assist the Chairperson and Secretary in their duties

3.3 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 minutes of the meetings of the AdminNet Committee are recorded
(b) preparation and circulation of the minutes of meetings to the members of the committee and Staff Development, two weeks previous to the next meeting as appropriate
(c) keep 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.g. minute book

3.4 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 Staff Development
(b) making all financial transactions as required by AdminNet, but only with the authorisation of the AdminNet Committee as detailed in Item 5.2
(c) the preparation and presentation at each AdminNet Committee meeting, a statement of income, expenditure and account balance
(d) the preparation of an annual statement of funding income and expenditure by the AdminNet for submission to the head of staff development as required

3.5 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) the development, maintenance and management of the AdminNet website
(c) liaising with Staff Development on the maintenance of the AdminNet Bulletin Board

3.6 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) establishment and maintenance of a relationship with the UNSW Marketing Reference Group
3.7 Members
Members’ responsibilities shall include:

(a) The consideration of all matters relating to the functions of the AdminNet Committee outlined in these Terms of Reference

4. Meetings of the Committee

4.1 Frequency & Location
Meetings of the AdminNet Committee shall be convened at least monthly. The location of meetings will be the Staff Development meeting room except when other arrangements are made, with at least 2 weeks notice.

4.2 Voting & Recommendations
All issues determined by the AdminNet Committee shall be resolved by consensus.

4.3 Quorum
For a Committee meeting quorum to be achieved, a minimum of six (6) AdminNet members (one being the Chairperson or their alternate) must be present or participate in the meeting by telephone.

4.4 Agenda
The following agenda format for the AdminNet Committee is recommended:

- Welcome
- Apologies
- Confirmation of minutes of previous meeting
- Matters arising from minutes
- Confirmation of status of issues/reviews from previous meeting
- Finance report
- Issues previously notified to the Chairperson for discussion
- Any other business

4.5 Minutes

(a) Minutes of all meetings of the AdminNet shall be recorded and prepared by the direction of the Secretary, or his/her delegate, and distributed to all members within two weeks of the meeting taking place.

(b) A copy of the minutes shall be posted on the AdminNet website. Minutes of all committee meetings shall also be available to any staff upon request.

5. Financial Responsibilities

5.1 Financial Reports

(a) The minutes of each meeting shall contain a financial report and the current account balance.

(b) An annual statement of funding income and expenditure by AdminNet shall be prepared (by the Treasurer) for submission to the head of Staff Development as required.

5.2 Financial Transactions

(a) Any proposed financial outlay of the Committee must be submitted in writing to the committee who will consider it with regard to the aims in Item 2.2.

(b) Items 4.2 and 4.3 shall apply to all decisions regarding expenditure.

(c) All financial transactions shall be carried out through the administration for Staff Development.

6. Related Documents
None