

## Advisory Board

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## 1.0 Purpose

These guidelines outline the purpose and function of advisory boards at Griffith University, including management requirements, roles and responsibilities.

## 2.0 Scope

These guidelines apply to:

- Griffith University advisory boards, including groups, committees or other forums with the same broad remit as an advisory board
- employees involved in establishing and managing advisory boards at the University, Academic Group, Element, Research Centre/Institute or discipline level
- internal and external advisory board members.

These guidelines do not apply to:

- the Griffith University Elders and First Peoples Knowledge Holders Advisory Board (Council has delegated authority to establish this management committee to the Vice Chancellor)
- advisory boards that consist exclusively of internal University members.

## 3.0 Advisory board guidelines

### 3.1 Establishment of advisory boards

Advisory boards are established under written Terms of Reference, which include:

- the purpose and function of the advisory board
- membership composition
- roles and responsibilities of the members
- meeting frequency and procedures, including record-keeping
- advisory board reporting authority
- arrangements for Terms of Reference review
- management of conflict of interest provisions.

### 3.2 Functions and responsibilities

The purpose of advisory boards is to provide strategic advice, advocacy, and external perspectives to the University's academic elements. Advisory boards help enhance the University's academic programs, research, and community engagement.

The functions and responsibilities of advisory boards can include:

#### **3.3.1 Advocacy and engagement**

- facilitate with networking, fostering strong connections and two-way engagement between the University, relevant professions and the wider community
- enhance communication with key industry partners and stakeholders within the University and externally
- identify and promote initiatives that support the brand and reputation of the University, its programs or activities, and positively impact the communities served.

#### **3.3.2 Industry knowledge and expertise**

- bring industry knowledge to University programs and initiatives and broaden professional views and expertise
- offer guidance on student placement and work integrated learning activities to ensure the development of key skills, knowledge, and attributes sought by industry
- act as a consultative forum to inform on key industry issues important to education and training.

#### **3.3.3 Guidance and advice**

- offer high-quality, objective advice to support University decision-making
- provide advice on curriculum, industry trends and market trends
- provide feedback on and propose opportunities for strategy, innovation, and industry thought leadership
- provide a platform for informing best practices and creating innovation.

### **3.3 Functions advisory boards do not perform**

Advisory boards do not have any explicit or implied governance function, operational function or management authority. They are not decision-making bodies and cannot commit the University to any course of action or require any action.

Specifically, advisory boards should not be involved in decision-making relating to:

- procurement
- appointment of staff
- admission of students
- allocation of financial or other in-kind gifts to specific individuals or teams.

### **3.4 Conflicts of interest**

#### **3.3.1 Advisory board chair responsibilities**

Advisory board chairs are responsible for ensuring that:

- members are aware of the University's Code of Conduct
- actual, potential and perceived conflicts of interest are declared and managed in line with the Conflict of Interest Policy

- members are asked to declare to the chair any interest in matters listed on the agenda as a standing item before the meeting
- Conflicts of Interest are recorded in advisory board meeting minutes and reported to the relevant Head of Element.

The chair determines how to manage any conflict of interest in line with the Conflict of Interest Policy. Advisory board chairs can seek further advice on conflict of interest management from the Provost's Office ([provost@griffith.edu.au](mailto:provost@griffith.edu.au)).

### 3.3.2 Advisory board member responsibilities

Advisory board members must:

- declare actual, potential and perceived conflicts of interest in line with the Conflict of Interest Policy
- declare to the chair any interest in matters listed on the agenda as a standing item before the meeting
- where an advisory board member is an employee, they must also declare any interests according to the Declaration of Interest Procedure.

If an advisory board member is called upon to participate in a particular decision-making process due to their expertise, they must complete and satisfy all conflict of interest processes, including procurement procedures.

If an advisory board member wishes to support the University in financial or other resource terms (including but not limited to scholarships, research funding, equipment, space allocation, etc.) in either an individual or organisational capacity, they should consult the Philanthropy and Fundraising Policy.

## 4.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

**Advisory Board** is a group established to provide strategic advice to the University. Advisory Boards enable external engagement and collaboration with businesses, industries, and professions.

**Conflict of Interest** arises when an individual's private interests, or those of a person with whom they have a close personal relationship, conflict with their primary obligation to act in the interests of the University. A conflict of interest may be actual, perceived or potential. It can be pecuniary (involving financial gain or loss) or non-pecuniary (based on enmity or amity) and can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise. Conflict of interest includes conflict of commitment/conflict of duty.

## 5.0 Information

Title	Advisory Board Guidelines
Document number	2025/0001026
Purpose	These guidelines outline the purpose and function of advisory boards at Griffith University, including management requirements, roles and responsibilities.
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Category	Operational
Subcategory	Staff
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Policy advisor	General Counsel
Approving authority	Provost

## 6.0 Related Policy Documents and Supporting Documents

Legislation	N/A
Policy	<a href="#">Code of Conduct</a> <a href="#">Conflict of Interest Policy</a> <a href="#">Philanthropy and Fundraising Policy</a> <a href="#">Procurement and Supply Policy</a>
Procedures	<a href="#">Declaration of Interest Procedure</a> <a href="#">Philanthropy and Fundraising Procedure</a>
Local Protocol	<a href="#">Probity in Procurement Guidelines</a>
Forms	N/A