

## **BOARD OF TRUSTEES - PROFESSIONAL DEVELOPMENT GUIDELINES**

### **Principles**

1. The University will fund relevant professional development programs for Board members to acquire or refine appropriate skills and knowledge to contribute effectively as Board members.
2. An amount of \$2,000 per annum will be set aside for each Board member.
3. Members can undertake professional development activities each year or consolidate the annual allocation towards more significant programs, up to the limit determined by their term of office (\$4,000 for members elected for a 2 year term or \$8,000 for members appointed/elected for a 4 year term).
4. In planning professional development, members are required to develop or enhance their understanding of:
  - a. Financial reports
  - b. Audit requirements
  - c. Risk management and risk management reports
  - d. The higher education sector
  - e. Governance, including the roles and responsibilities of Boards and directors/ members.

### **Scope and Applications for Professional Development**

5. Information about major forthcoming professional development activities relevant to members of the Board will generally be made available at the start of each calendar year (and throughout the year as it becomes available), to enable Board members to plan their professional development. Refer to Appendix 1 for a past schedule as an example.
6. Board members may apply for financial support to attend relevant professional development activities at any time during the year.
7. Applications for support to attend relevant professional development activities (particularly external conferences and seminars) should be made to the Director, Governance Services.

### **Approval**

8. The Director, Governance Services will determine professional development applications that are in accordance with the annual allocation and for the specific areas outlined in Clause 4 or for the activities identified in Appendix 1.
9. The University Secretary, in consultation with the Chancellor and Vice-Chancellor as appropriate, will determine applications for professional development that:
  - a. are beyond the scope of those areas identified in Clause 4 or the activities in Attachment 1; and/or
  - b. would result in a member exceeding the allocation arising from their term of office (that is, above \$4,000 for members elected for a 2 year term or above \$8,000 for appointed/elected members on a 4 year term).
10. In these circumstances, the University Secretary, in consultation with the Chancellor and Vice-Chancellor as appropriate, will determine the application based on:

- a. the appropriateness of the activity given the level of experience and expertise of the member;
- b. the appropriateness of the activity given the role served on the Board by the member;
- c. the previous professional development activities of the member that have been supported by the Board;
- d. the magnitude of the support sought; and
- e. the relevance of the professional development activity to the Board's work plan and general objectives and to the benefit of the University.

**Reporting**

11. An annual report on professional development expenditure will be provided to the Board.

## APPENDIX 1: SCHEDULE OF PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Program/Activity	Provider	Financial	Audit	Risk	Higher Ed	Governance	Date	Estimated Cost	Information
<a href="#">Company Directors Course</a>	AICD						Monthly	\$7,933	5 day course. Cost includes 1 year membership of \$758 as non-member price is \$10,060.
<a href="#">Financial Analysis for Officers and Directors</a>	GIA						Apr, Jun	\$585	Half day
<a href="#">Foundations of Directorship</a>	AICD						Monthly	\$1,400/day \$3470 - suite of 3	3 days: Finance, Governance, Strategy & Risk. Can be taken individually (below) or as suite.
- Finance for Directors	AICD						Monthly	\$1,400	Full day
- Governance for Directors	AICD						Monthly	\$1,400	Full day
- Strategy and Risk for Directors	AICD						Monthly	\$1,400	Full day
<a href="#">Governance and Risk Management</a>	GIA						Mar	\$595	Half day
<a href="#">Governance Essentials</a>	GIA						Apr, May, Nov	\$595	Half day
<a href="#">Higher Education Conference</a>	Universities Australia						July	\$2,000 + travel/accomm	2 day conference held each year in <b>Canberra</b>
National Conference on University Governance	University Chancellors Council						May	\$995 + accomm	2022 conference in Brisbane in May. Held every 2 years.

\* All programs and events are conducted in Sydney, unless otherwise stated under 'Information'.

\* Some courses and conferences have changed time / format / duration due to COVID-19 impact.