

Terms of Reference of the External Advisory Committee (EAC) for the Department of Government and International Relations (DGIR), University of Sydney, 2016.

Purpose

The purpose of the Committee is to offer advice and support to the Department, particularly about relationships to its communities, including the alumni. The Committee will work mainly with the Chair of Department and others designated by the Chair of Department.

The Committee will advise on developing relations with the communities the Department serves through affiliations, events, placements, recruitment of speakers, internships, research collaborations, and the like.

Members of the Committee may participate in Department's activities where there is a mutual interest and benefit, for example, meeting members of the Department, discussing approaches to careers with students, and meeting students, particularly through student societies, attending department seminars, and the like.

The Committee and its members are willing to provide advice and assistance to the Chair of Department as requested by the Chair.

Process

The Committee will consist of nine to fifteen members, one of whom will be the Chair of the Department in an *ex officio* capacity. One member will be the Chair by the Committee and another secretary of the Committee and both will serve at the pleasure of the Committee. In combination, these two individuals will serve as the executive-secretariat for the Committee.

The Committee will meet with representatives of the relevant student society(ies) at least once each year.

Meetings

The Committee will meet four times a year. These meetings would last up to two hours and will be held at the University.

There may be occasions when members are asked to undertake tasks between meetings, and subcommittees may be formed as the need arises.

The Chair of the Department, or nominee, will report at each meeting of the Committee on the Department's activities and identify points for consideration and advice from the Committee and in turn will report to the Department Board on the Committee's activities.

The chair of the Committee and any other members as determined by the Committee will meet with the Department Board twice each year in order to provide an account of its current and planned activities and to discuss matters on which the Committee might assist the Department.

Reporting

The Minutes of each meeting will be posted on the Department web site.

Every three years the Committee will prepare and circulate a written report on its activities. These reports will be the basis for appraising the Chair of Department, the Head of School, the Dean of the Faculty, and others of the activities of the Committee.

Membership

New members may be identified by members of the Committee and subject to consultation with and agreement of the Committee and consultation between the Chair of the Committee and the Chair of the Department, will be invited to join the Committee.

No remuneration attaches to service on this committee.