

Advisory Board – Terms of Reference

1. Purpose

The Advisory Board (the Board) provides independent, strategic advice to the Training Centre Director and Executive Management Committee to support the long-term success, impact, and sustainability of the Centre. It will support the Centre’s goals of driving critical research in cutting edge catalysis and training the next generation of industry-ready workers.

The Board does not have decision-making authority and does not participate in operational management.

2. Roles and Functions

The Advisory Board will:

- Provide strategic advice on the Centre’s vision, direction, and priorities
- Advise on industry engagement, translation pathways, and commercialisation opportunities
- Identify emerging risks, opportunities, and external trends
- Support development of national and international partnerships
- Provide independent perspective on Centre performance and impact
- Act as ambassadors for the Centre
- Provide input into the Strategic Plan

The Board will not:

- Approve budgets or operational decisions
- Direct research activities
- Interfere with responsibilities of the Director or Executive Committee

3. Membership

3.1 Composition

The Board will comprise a majority of external members with a mix of:

- Industry expertise
- Scientific/technical expertise
- Policy/regulatory experience
- Commercialisation expertise
- National/international perspectives

3.2 Size

The Board will consist of 5-8 members

3.3 Internal Representation

Chief Investigators (CIs) cannot serve on the Advisory Board. There may be a maximum of two (2) Partner Investigators (PIs) who are involved in Projects within the Centre at a time (possibility for rotating positions). PIs who are not involved in Projects can serve on the Board across the lifetime of the Centre. The Director attends ex officio (non-voting).

3.4 Chair

The Chair must be an independent external member (neither a CI nor a PI), appointed by the Director.

The Chair is responsible for:

- Facilitating meetings
- Ensuring effective discussion and advice
- Communicating key recommendations to the Director

3.5 Observers

Non-members may attend meetings as observers, including the Business Manager or Early Career Researcher (ECR) reps for professional development purposes.

4. Appointment and Tenure

Members are appointed by the Director. External members should ideally serve the full five years, while rotating PI positions will serve one to two years each.

5. Meetings

Meetings should be held at least once per year, either in person, via videoconference, or a hybrid set-up.

Additional meetings may be convened as required.

5.1 Quorum

A quorum consists of at least 50% including at least two external members.

5.2 Secretariat

The Business Manager (or delegate) will:

- Coordinate meetings
- Prepare agendas and papers
- Record and distribute minutes
- Report on action items

6. Reporting

The Advisory Board provides advice to the Director. Key recommendations will be documented in meeting minutes and reported to the Executive Committee. The Director retains responsibility for all decisions.

7. Conflicts of Interest

- All members must declare actual, potential, or perceived conflicts of interest
- Conflicts will be managed in accordance with the Monash University's Conflict of Interest Policy and ARC requirements
- Members may be required to recuse themselves from specific discussions

8. Confidentiality

Members must maintain confidentiality of all non-public information. Information shared in meetings is not to be disclosed without approval.

9. Diversity and Inclusion

The composition of the Advisory Board will:

- Promote gender equity and diversity
- Reflect a range of backgrounds, sectors, and perspectives
- Where appropriate, include opportunities for Early Career Researcher engagement (e.g. observer roles)

10. Review of Terms of Reference

These terms will be reviewed at least every two years. Updates may be made to reflect evolving Centre needs and ARC expectations.