# School of Mechanical and Mining Engineering

# Industry Advisory Board (IAB)

## Terms of Reference and Composition

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| **Reporting to** | Head of School |
| **Secretary** | School Manager |
| **Date last amended** | 29 June 2017 |
| **Terms of Reference** | The role of the industry advisory board is to provide independent advice to the Head of School on the following matters - *External focus** The overall strategy and direction of the School of Mechanical and Mining Engineering particularly in terms of -
* Building and maintaining effective industry/corporate engagement.
* Strategies for business development opportunities.
* How the School can better understand the external environment.
* Possible research flagship activities.
* Establishment and ongoing development of the School’s position in industry, including its external image and identity.
* Help establish and develop the School’s position within networks of practice at local, national and international levels.
* Participate in Alumni engagement and fundraising activities.

*Internal focus** Provide appropriate and constructive challenges to assumptions and operating routines of the School, Faculty, and University including strategies to increase diversity and inclusion.
* Provide feedback on the engineering curriculum including its relevance to industry and society.
* Provide feedback on opportunities for development for students and engineering graduates.
* Participate in events (e.g. Accreditation, career nights, alumni engagement, public seminars, student organised events).
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| **Composition** | *External members** Industry representative (Chair)
* Two representatives from the Mechanical Engineering field
* Two representatives from the Mining Engineering field
* Two representatives from the Materials Engineering field
* One representative from the Aerospace Engineering field
* One representative from the Mechatronics Engineering field
* One representative from Engineers Australia and/or AusIMM
* Other representatives invited by the Head of School

*UQ members** Head of School
* Heads of Division
* Chair of the Teaching and Learning Committee
* Chair of the Research Committee
* Chair of the Engagement Committee
* Chair of the International Development Group
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| **Administrative Arrangements** | * The Advisory committee meets quarterly.
* Any member of the Board may request an item to be added to the agenda by submitting it to the Secretary.
* Minutes are circulated to all members following approval by the Chair.
* Secretarial services are provided by a senior member of the School’s administrative staff.
* The School provides a venue and catering for scheduled meetings of the Board.
* A list of members, both industry and academic, is maintained by the School and made available to all members.
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| **Membership**  | Membership of the Board should not exceed 20. * Nominations for external members are sought from academic members of the School.
* Members are appointed, or reappointed, by the Head of School and in in consultation with the Chair for terms of three years.
* Members do not normally serve for more than two terms.
* If an external member resigns during a term, the Head of School may seek approval from the Chair to appoint a replacement for the remainder of the term.
* The Chair is appointed for either the 3 years of their membership, or for the remainder of their membership should they be appointed Chair part way through their term.
* The position of Chair may be renewed following consideration by the School’s Advisory Committee.
* The Head of School may terminate membership at any stage by providing written notification to the member with justification for the decision. Reasons for terminating membership may include poor attendance at meetings, retirement from the engineering profession or significant change in employment circumstances.
* Members who wish to temporarily or permanently relinquish their membership in favour of a colleague may apply to the Head of School to do so.
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| **Quorum** | 5 external members and the Head of School. |