

2020

Sustainability Programme Board Terms of Reference



University of Canterbury

7/14/2020

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Background

During 2019, a specially constituted working party developed an Implementation Plan for sustainability initiatives. This was later ratified by UC Council. The Implementation Plan gives effect to the sustainability section in the new University Strategy.

It was also agreed that a Sustainability Programme Board be established to oversee this work.

This Sustainability Programme Board (SPB) does not replace the existing Sustainability Reference Group (SRG), but rather complements it. The SRG is a wide-ranging group that supports the work of the Sustainability Office, shares ideas and makes suggestions. It is not a decision-making group. On the other hand, the SPB establishes a clear programme of work and ensures that it is kept on track. In doing so it requires the intelligence gathered through the SRG.

Membership

Chair	Jan Evans-Freeman
Secretariat	Sustainability Office
Sustainability Advisor	Matt Morris
Ngāi Tūāhuriri Representative	Te Maire Tau (<i>at first</i>)
Academic representatives	Bronwyn Hayward
	Karen Scott

	Glynne Mackey
	David Evison
	Jamie Shulmeister
Research & Innovation	Kathryn Mackinven
Facilities Management	Rob Oudshoorn
UCSA Executive	TBC

Members to be selected by Chair and the Vice Chancellor.

Members of the SPB may be removed from the SPB if serious concerns have arisen. The decision about what constitutes a serious concern is at the discretion of the Chair.

Membership of the PB is for three years unless earlier departure is agreed with the Chair.

Purpose

The Sustainability Programme Board’s purposes are to:

- Establish key performance indicators
- Ensure that sustainability initiatives are linked to one another in a coherent programme of work (linkages)
- Ensure that sustainability initiatives are executed in a timely manner and logical sequence (programme development and management)
- Ensure that all Colleges are well represented in this process (representation)
- Ensure that the wider UC community understands the programme of work (communication).

Roles

The roles of the Sustainability Programme Board are to:

- Meet 3 or 4 times per year
- Update other SPB members on College-based sustainability initiatives
- Weighting dashboard reporting terms
- Communicate sustainability plans and initiatives from both the SPB and colleagues from other Colleges back to own College
- Actively participate in the development of the UC sustainability programme
- Bring ideas from other universities and organisations to the attention of the SPB as appropriate/ relevant
- Maintain records of meetings
- Support the development of the annual Sustainability Report
- Update Senior Leadership Team
- Receive updates from the Sustainability Reference Group.

Meeting conduct

Meetings will be notified at least three weeks in advance and at a time that suits most members.

The quorum for SPB meetings will be 60% (if there are ten members, the quorum will be six people).

The SPB will be supported by an administrator.

Decisions will be made by consensus where possible. If consensus cannot be achieved then a simple majority will be accepted.

SPB members will act in good faith at all times.

Only the Chair may speak for the SPB, unless otherwise agreed in writing (for example in meeting minutes).

Dissolution

Although it is expected that the SPB will remain in place for several years, it may also be dissolved at any time by the Chair and Vice Chancellor.