

Department of Electrical and Computer Engineering

The University of Auckland

Charter for the Department Advisory Board

This Charter provides the Terms of Reference for the Department Advisory Board (the Board) established to work with the Department of Electrical and Computer Engineering (the Department) of The University of Auckland. This Charter may be amended from time to time by agreement between the Board and the Department so as to adapt to the changing needs of the Department and the environment in which it operates.

The Mission of The University of Auckland is to be “a research-led, international university, recognised for excellence in teaching, learning, research, creative work, and administration, for the significance of its contributions to the advancement of knowledge and its commitment to serve its local, national and international communities.”

The Department’s objectives are aligned with this mission including specific goals:

- to attract students of the highest quality who have the potential to contribute to the profession
- to provide students with a quality educational experience and to assist them to develop a sound foundation upon which to further build by lifelong learning
- to attract and retain staff of high quality who aspire to academic excellence, are actively engaged in research, and who have strong professional and industrial linkages
- to foster and promote high-quality research that informs teaching and is relevant to the needs of the profession and the community
- to build close relations with professional and industrial communities in New Zealand and internationally.

Role and Function of the Advisory Board

The principal role of the Board is to provide advice, guidance, support and assistance to the Head of Department and the Department in the Department’s pursuit of its objectives with particular emphasis on the educational and research goals of the Department and in establishing and fostering industrial linkages. The Board members experience in diverse engineering, commercial or industrial practice will enhance the Department’s knowledge base and links to the various communities it serves.

The Board’s consideration would include, but not be limited to, the following areas and activities:

- assisting the Department to develop its vision and goals, and assisting the Department to achieve those goals
- building links between the Department and its stakeholders (industry, the profession, government, professional bodies, staff and students)
- providing advice on the development of the curriculum
- assisting to identify lecturers, advisors and mentors from industry
- providing a professional perspective on current and foreseeable future needs in research
- and other matters upon which from time to time the Head of Department may seek assistance or advice.

Board Membership

The Board shall consist of no fewer than six and no more than twelve members plus the Head of Department who shall be a member as of right. The membership term shall be two years. Members shall retire in rotation and retiring members shall be eligible for reappointment. Board members and the staff of the Department, through the Head of Department, may suggest nominees for Board membership to the Chair of the Board. Members shall be elected by the Board upon nomination by the Chair.

Members of the Board should currently be engaged in a senior capacity in consultancy, industry, commerce, government agency or academic unit in any field, or any allied field, within the scope of the Department's activities, or fields related thereto (eg patent attorney).

Board Organisation and Meetings

Board members shall elect from among their members a Chair for a term of two years, a retiring Chair being eligible for re-election. The Chair will preside at Board meetings. In the absence of the Chair, the members then present shall elect a Chair for that meeting.

The Board shall meet at least twice annually. The agenda shall be prepared by the Head of Department and Board Chair, and distributed to Board members in advance of the meeting. Agenda items will reflect the strategic and academic goals and activities of the Department. Additional items may be proposed by any member of the Board, or, through the HoD, by any member of the staff of the Department. The HoD shall be responsible for the timely preparation and distribution of minutes from the meeting which shall be distributed to Board member as well as the staff of the Department.

Secretarial and other support for the Board shall be provided by the Department.

*Thanks to Dr Tony Price who chaired the foundation ECE Department Advisory Board.
Thanks to Prof Alan Williamson who developed the initial draft charter that was further developed by Dr Price, Prof Grundy and the initial board members.*