

## Vice-Chancellor's Management Committee (VCMC)

### Purpose

The Vice-Chancellor's Management Committee (VCMC) plays a critical role in shaping the direction of the institution and ensuring its overall effectiveness, sustainability and mission alignment. It aims to facilitate focused discussions on key issues affecting the university. VCMC will advise the Vice-Chancellor and President on institutional priorities, enabling long-term planning and overseeing resource allocation. It is advisory in nature with decisions being taken by the Vice-Chancellor.

**Date of establishment:** February 2025

**Responsible Officers:** Committee meetings are Chaired by the Vice-Chancellor. In his absence, Deputy Vice-Chancellors will chair on a rotating basis.

**Secretariat:** Administrative support is provided by the Office of the Vice-Chancellor and President.

### Membership

- Vice-Chancellor and President (Chair)
- Provost and Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Corporate)
- Deputy Vice-Chancellor (Education)
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Catholic Mission)
- Executive Dean, Faculty of Health Sciences
- Executive Dean, Faculty of Education and Arts
- Executive Dean, Faculty of Law and Business
- Executive Dean, Faculty of Theology and Philosophy
- Dean, Human and Digital Futures

### Observers

- Chief Financial Officer
- Chief People Officer
- Chief of Staff

No alternates are permitted where members are unable to attend. Members may invite other ACU staff to attend the meeting for specific agenda items, subject to the Vice-Chancellor's approval. However, Members are expected to present and speak to their portfolio's agenda items irrespective of whether an invitee is present to provide additional context or support. Personnel external to ACU may be invited to the VCMC with permission of the Vice-Chancellor.

### Areas of focus

VCMC is responsible for key areas of higher education leadership and management, including academic matters (teaching, students and research); finances, projects, capital and investment; and institutional performance and risk, encompassing human resources and culture. Members of VCMC are responsible for ensuring that matters within their portfolios are brought to the committee agenda regularly and in a timely manner. The VCMC agenda will prioritise items that align with Audit and Risk and Finance and Resources Committees' agendas.

**General**

- **Quality of papers:** all submissions must adhere to the “3Cs” principle, i.e., clear, concise and complete, and should be prepared to the standard expected of high-quality executive papers that support critical decision-making and highlight emerging or potential issues for VCMC consideration.
- **Short agenda items:** all submissions must be accompanied by a cover sheet outlining the purpose of the paper, recommended actions, available options, budget implications, and associated risks.
- **Additional meetings:** the Vice-Chancellor may convene additional meetings of the VCMC as required.
- **Mode of participation:** members may participate in VCMC meetings either via Teams or face to face on campus.
- **Governance break:** no VCMC meetings will be held for two weeks around mid-year.
- **Agenda management:** the agenda will be coordinated by the OVCP, with the Vice-Chancellor as the final approver. A call for agenda items will be issued on Monday morning, with responses requested by COB Monday.
- **Submission deadlines:** agenda items must be received no later than Wednesday morning prior to the meeting. Extensions may be granted in exceptional circumstances.
- **Diligent:** papers will be available on Diligent no later than Thursday morning prior to the meeting. Presenters will be notified at the same time if their attendance is required.
- **Decision and action register:** OVCP will maintain a VCMC decision and action register capturing decisions and actions, including the responsible officer, due date and current status. New items will be communicated to each responsible officer within two business days of each meeting to ensure transparency, accountability, and consistent follow-through on agreed outcomes.

**Meeting frequency:** The committee convenes weekly on Mondays, except on NSW public holidays, when meetings may be moved to the Tuesday.

**Review:** The Terms of Reference and effectiveness of the VCMC will be reviewed annually to ensure ongoing relevance and effectiveness.

**Last updated:** 4 February 2026