**Units and Centres Example Templates – Terms of Reference and Letter of Appointment/Acceptance**

***1. Terms of Reference for an Oversight Board***

*Note that the Board is advisory, and that the ultimate responsibility for decisions about strategy, policy, financial expenditure and staff line management remain with the Director and the Dean/VC.*

* Support the Director and the Centre to achieve their objectives.
* Approve strategic, operational and annual plans for recommendation to the Dean/VC.
* Monitor performance of the Centre and the Director against these plans.
* Approve the annual budget for recommendation to the Dean/VC and monitor the Centre finances against this budget.
* Report to the Dean/VC on Centre performance annually and on major issues relevant to Centre performance as they arise.
* Advise the University on recruitment, performance, and succession of the Director.
* Work with the University to resolve any disputes between Centre stakeholders as required.

***2. Terms of Reference for an Expert Advisory Board***

* Support the Director and the Centre to achieve their objectives.
* Periodically review the performance of the Centre and report to the Oversight Board and Dean/VC on their findings.
* Advise on strategic directions.
* Assist the Director in making and maintaining links with external stakeholders.

***3. Letter of Appointment for a University Centre Advisory Board Member***

Dear

# Centre for X

As you know, the University of Auckland is establishing a Centre for X, to be hosted by the Faculty of Y, and directed by Professor Z. The Centre draws together research expertise from the Faculties of ….. at the University of Auckland and has formal partnerships with internationally recognised research groups at…... I have attached a brief overview of the Centre for your information.

The Centre will operate as a University Centre, under the University’s policies on Research Centres. Under these policies, a University Centre may have an Oversight Board and/or and Expert Advisory Board, which are advisory to the University to help support the goals and objectives of the Centre. A description of the governance and management structure, including the terms of reference for the Board, is also attached to this letter. We envisage three or four board meetings per year. Board members are not paid for their duties, but all expenses will be reimbursed.

I would like to invite you to serve on the Oversight/Expert Advisory *(delete one)* Board for an initial term of 3 years. I believe that the success of the Centre will make an important contribution to the development of research in this country and that your expertise will be of key assistance in helping the Centre to meet its goals.

Please do not hesitate to contact me or the Director if you need further information to help in making your decision. I am grateful for your consideration of my request. If you wish to accept this appointment, please sign the attached **letter of acceptance** and return it to me at your earliest convenience.

Yours sincerely

**Acceptance letter:**

Professor Stuart McCutcheon,

Vice Chancellor,

University of Auckland,

Private Bag 92019,

AUCKLAND.

Dear Professor McCutcheon,

Thank you for your invitation to serve on the Oversight/Expert Advisory *(delete one)* Board of the *(Name of Centre)* to *(end date)*.

I am pleased to accept appointment to the Board of the Centre.

Yours sincerely,

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_