



Knowledge and Research Council Charter

September 2009

Table of Contents

- 1. Establishment of Council2
- 2. Composition2
- 3. Chair2
- 4. Roles and Responsibilities.....2
- 5. Reports and Recommendations3
- 6. Council meetings3

1. Establishment of Council

- 1.1. The Knowledge and Research Council (the Council) is established under Section 10.1.1(c) of the Constitution of the Australian Institute of Project Management (the Institute).
- 1.2. This Knowledge and Research Council Charter has delegated authority of the Board set out in the Council,s Charter or as determined by the board from time to time. Council and this Knowledge and Research Council Charter are established by resolution of the Board (the Resolution) dated 5 September 2009.

2. Composition

- 1.3. The Council shall consist of those members identified in the Resolution but not more than 10 persons.
- 1.4. The General Manager shall be a member ex-officio of the Council.
- 1.5. The period of appointment for members of the Council shall be for a period of two years from the date of the Resolution or unless otherwise resolved by the Board.
- 1.6. The Council, in performing its role, may establish sub committees to deal with specific issues and appoint members to such sub committees and may seek assistance from other persons from time to time.
- 1.7. The Council is subject to the same rules as to conflict of interest as for all other councils.A member of the Council shall not participate in Council business where:
 - a. it relates to that member,
 - b. it involves an unacceptable conflict of interest, or
 - c. the member has been exposed to the issue at hand to the extent that he or she may have been unduly influenced.

2. Chair

- 2.1. The Chair of the Council shall be appointed by the Council as a first order of business at each annual general meeting of the council.

3. Roles and Responsibilities

- 3.1. The Knowledge and Research Council will undertake the following roles and responsibilities on behalf of the Board.
 - a. Research exchange; create a forum for researchers, academics and holders of Project Management knowledge to share ideas and develop concepts.

- b. Research Support; encourage research into project management and the other disciplines and professions that affect project management.
- c. Project management education; examine issues relating to the higher education sector in developing best practice in project management.
- d. Researcher involvement; enable the Institute to allow the participation of researchers in the management of the Knowledge and Research functions of the Institute.
- e. Board advising ; on request from the Board or General Manager provide recommendations on Knowledge and Research issues.

4. Reports and Recommendations

- 4.1. The Council will prepare reports and make recommendations on matters referred by Directors, the Board or the General Manager, or by resolution of the council.
- 4.2. The Council Chair shall report directly to the Board on request or on completion of a report, and will provide a report to each Board meeting on the Council's activities.

5. Operations,

- 5.1. The council shall not incur any expense or commit the Institution to any expense without prior approval of the Board.

6. Council meetings

- 6.1. The minimum frequency of meetings of the Council shall be 1 a month.
- 6.2. A quorum shall consist of three members
- 6.3. The Chair shall convene meetings of the Knowledge and Research Council and must convene a meeting on the requisition of:
 - The Directors;
 - National President;
 - Any two Knowledge and Research Council members; or The General Manager.
- 6.4. The Council may meet in person or by telephone, video or other electronic means. The Council shall seek approval from the Board before any meeting in person.
- 6.5. Agendas and papers for meetings of the Council are to be circulated to members of the Council within a reasonable time before the date of the meeting.
- 6.6. The minutes of the meetings of the Council shall be sent to the Chair for approval after each meeting.
- 6.7. The minutes of meetings of the Council shall be approved by the Council and signed by the Chair as a true and correct record of the meetings.