

## Staff Members as Directors of External Entities Policy

<b>Approving authority</b>	University Council
<b>Approval date</b>	7 August 2017
<b>Advisor</b>	For advice on this policy, <a href="#">contact your HR Business Partner</a>
<b>Next scheduled review</b>	2022
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Staff%20Members%20as%20Directors%20of%20External%20Entities%20Policy.pdf">http://policies.griffith.edu.au/pdf/Staff Members as Directors of External Entities Policy.pdf</a>
<b>TRIM document</b>	2017/0000415
<b>Description</b>	This policy provides guidance to staff who wish to take up an appointment as a director of an external entity.

### Related documents

[Application to Conduct Private Practice](#)

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[Conflict of Interest Disclosure Statement](#)

[Consultancy and Commercial Research Policy](#)

[Grievance Resolution Procedure](#)

[Griffith Health Intramural Professional Practice Policy](#)

[Griffith University Academic Staff Enterprise Agreement](#)

[Griffith University General Staff Enterprise Agreement](#)

[Intellectual Property Policy](#)

[Personal Relationships in the Workplace](#)

[Private Practice Policy](#)

[Public Interest Disclosure Policy](#)

[Staff Members as Directors of External Entities Application Form](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Guiding Principles\]](#) [\[Application and Approval\]](#) [\[Failure to Comply\]](#)

## 1. INTRODUCTION

The University considers it desirable that the experience and skills of staff members are sought after by external entities and recognises the mutual benefit that may be gained when a staff member's professional work, experience and qualifications are made available within the community.

In this regard the University:

- acknowledges that appointment as director of an external entity carries significant legal obligations and time commitments and may pose a conflict of commitment (as outlined in the Conflict of Interest Policy); and
- requires members of staff to seek approval before undertaking such appointments.

## 2. SCOPE

This policy applies to all full time and part time staff of the University who wish to take up an appointment as a director of an external entity. The policy does not apply where the University itself requests a staff member to take up a director role.

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### 3. DEFINITIONS

3.1 An external entity refers to a business, company, partnership, statutory authority or third party which is independent of Griffith University or in which the University has no ownership or interest.

This policy applies to appointments of staff as a director of an external entity whether or not the position is remunerated. The following are excluded from this definition unless there is potential for conflict of interest or intellectual property issues with respect to the University in which case the conflict of interest must be disclosed and approval sought for the appointment:

- Trustee for a family trust
- Self-managed superannuation funds
- School Boards
- Charitable organisations
- Volunteer organisations
- Amateur sporting clubs
- Professional and academic bodies.

Where applicable, remuneration received by a staff member for work as a director will be assessed under the *Private Practice Policy*.

3.2 Director means a person who holds an office in an external entity. Director positions may include: President, Vice President, Treasurer, Secretary, Board member, public officer of executive officer.

3.3 The relevant senior officer is the Senior Deputy Vice Chancellor.

3.4 The relevant Deputy Vice Chancellor/Pro Vice Chancellor refers to the Head of the Group/Division in which the staff member is located.

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### 4. GUIDING PRINCIPLES

When considering a staff member's request to accept an appointment as director the following principles will apply:

- There should be demonstrable benefit to the University, e.g. expanded expertise of the University staff member, enhanced relationships with the community, government and industry etc.
- Fulfilling obligations under the staff member's University contract of employment is the primary responsibility of any staff member and any appointment must not compromise the staff member's availability and capacity to perform their University duties
- The appointment must not be in conflict with the philosophy or aims of the University and will not be in conflict with the Code of Conduct or University policies governing personal relationships in the workplace and conflict of interest.

The University is not liable for any matters arising out of the relationship between the staff member and the external entity except where the University requests the staff member to take up a Director position. Where applicable, staff members are responsible for maintaining an appropriate level of professional indemnity insurance or ensure they are provided with an appropriate level of Directors and Officers insurance.

## 5. APPLICATION AND APPROVAL

### 5.1 Application

Staff members are required to complete the [Staff Members as Directors of External Entities Application Form](#).

The completed application form is to be forwarded to the relevant Deputy Vice Chancellor/Pro Vice Chancellor through Head of Element for endorsement and recommendation to the Senior Deputy Vice Chancellor. The Senior Deputy Vice Chancellor may grant approval for a maximum period of up to 3 years, subject to the resolution or appropriate management of potential or existing conflicts of interest as required under the *Conflict of Interest Policy*.

At least 3 months prior to the expiration of approval, the staff member must reapply in accordance with this policy.

### 5.2 Notification of Approval

Following a final decision by the Senior Deputy Vice Chancellor the staff member is advised of the outcome and provided with a signed copy of the [Staff Members as Directors of External Entities Application Form](#). In the case of non-approval, the application form will include the reasons for non-approval.

The original completed form will be forwarded to the staff member's file.

### 5.3 Changes to the Basis of Approval

Any change in the approved arrangements, such as nature of the external entity, time commitment etc., must be notified immediately to the relevant Deputy Vice Chancellor/Pro Vice Chancellor. If these changes are considered to significantly alter the basis of appointment or increase risk to the University, the Senior Deputy Vice Chancellor may decide to withdraw approval. Should approval be withdrawn, the Senior Deputy Vice Chancellor will immediately notify the staff member in writing. The staff member must immediately resign their appointment as director or office bearer.

The formal notification to withdraw approval is be forwarded to the staff member's file.

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## 6. FAILURE TO COMPLY

Staff are required to follow the application and approval process outlined in this policy. Failing to comply with the provisions of this policy, including refusal to take action as directed, may constitute misconduct or serious misconduct, which may result in disciplinary action or termination of employment.

Breaches of this policy may also result in referral to, and action being taken by, an external statutory authority and/or agency.