Bachelor of Arts (BA) Industry Advisory Board Terms of Reference

Approver:	**Associate Dean (Academic), Faculty of Humanities, Arts and Social Sciences (HASS), The University of Queensland (UQ)**
Date approved:	**13 April 2026**
Date for next review:	**31 January 2029**

1. Purpose

The purpose of the BA Industry Advisory Board is to:

- Provide independent, external and strategic advice to the Associate Dean (Academic) and BA Program Convenor to assist with development of the BA, the student experience, and employability of graduates.
- Consider and respond to a range of specific issues relevant to the BA, which may include:
  - the future of relevant industries and employment within industries;
  - articulating the value of a BA education to students and industry;
  - identifying new opportunities and partnerships with industry; and
  - engaging BA students and staff in diverse, global and inclusive communities.

The Advisory Board provides advice and recommendations and does not have decision-making authority. Final decisions remain the responsibility of the Faculty.

2. Responsibilities

The responsibilities of Advisory Board members are to:

- Offer independent advice on the BA to Faculty leadership.
- Prepare for and attend at least two meetings per annum.
- Treat meeting discussions and materials as confidential unless otherwise agreed.
- Declare any actual or perceived conflicts of interest.
- Participate in *ad hoc* speaking opportunities, programs and meetings with UQ staff and students.

3. Composition

No more than 15 external members will be invited to join the Board, with membership to reflect the diverse disciplines within the BA and a broad range of industries, including business, non-profits, community organisations, government, media industries, arts and cultural organisations, and education.

There will be four regular internal members of the Board:

- Chair: Associate Dean (Academic)
- Deputy Chair: BA Program Convenor
- Director, Aboriginal and Torres Strait Islander Studies Unit
- Secretary: Senior Manager, Student Transition and Success

Observers and guest speakers will attend Board meetings by invitation of the Chair.

4. Appointment Term

External members are invited by the Chair to serve on the Board in a voluntary capacity for a term of three years, which may be renewable. Members may resign in writing to the Chair. The Chair may invite replacement members to serve the remainder of a term.

Internal board members serve on the Board *ex officio*.

5. Administrative Arrangements

Meetings will be held in person three times per year, usually on a weekday evening.

Meeting outcomes will be summarised and shared with Faculty leadership and staff engaged with the BA.