



CROSS-CULTURAL LEADERSHIP Working Group WG4

Association of Asia-Pacific Business Schools

Terms of Reference

Title of the Working Group

The Working Group shall be called Cross-Cultural Leadership Working Group or WG4 for short (hereafter referred to as WG4).

Terms of Reference

2.1 Role of the Group

WG4 shall develop research and teaching materials that will advance our knowledge and understanding of the manner and issues relating to cross-cultural leadership.

WG4 may become involved in other cross-cultural endeavours that from time to time are deemed to be of benefit to member schools of the Association of Asia-Pacific Business Schools (AAPBS), providing it does not totally usurp the terms of reference of any other Working Groups.

It is expected that all data, analysis, findings and reports would be made freely available to all AAPBS schools.

2.2 Committee membership

Members of WG4 must be schools that are members of AAPBS. Membership is for a period of three years and can be renewed for a consecutive terms by simple majority vote of the WG4 membership. The Chair of WG4 shall be appointed by the AAPBS Council on recommendation from the AAPBS Executive. Members and alternates should be academic or administrative staff of the member school.

Invitation to and approval of members (other than the Chair) requires a simple majority vote from WG4.

2.3 Roles Required

WG4 normally shall consist of a minimum of five members - a Chair and four other members. The Chair sets the agenda, convenes meetings and ensures that they are properly conducted, reporting any and all recommendations to the AAPBS Executive.



WG4 may also appoint a Secretary to assist the Chair in day-to-day operation and execution of its business.

Rules of Procedure

If the Chair is not present at a Committee meeting the members present shall elect one of the members to be acting Chair at a meeting.

3.1 Resignation, Absences and Delegates

3.1.1 A WG4 member who is absent for two consecutive meetings of WG4 may be required to resign by WG4. Such resignation shall take immediate effect from the next meeting of WG4. A member so required to resign may stand for re-nomination at any future date.

3.1.2. WG4 members will cease to be a member if they: resign from the Committee by requirement of the group or by one's own accord; or if they are removed by other members following a 2/3 majority vote by WG4.

3.2 Methods of Work

3.2.1 The Chair is responsible for convening WG4 meetings.

WG4 is normally expected to meet four times a year or as often as business demands. Such meetings may be in person or by remote conferencing techniques.

3.2.2 Each member of WG4 has one vote. A quorum shall be 2/3 voting members present at a WG4 meeting.

3.2.3 The Chair or Secretary is responsible for ensuring the agenda of the meeting is made available to all members in good time before the meeting.

3.2.4 The Chair may invite parties who are not members of WG4 to participate in a meeting so that they can provide relevant information, materials or knowledge to WG4.

3.2.5 Participants who are not members of WG4 are entitled to speak but shall not vote.

3.2.6 Any recommendations shall be decided by consensus if possible, where consensus means that after deliberation all members support a particular point of view.

3.2.7 Where consensus is not achieved recommendations shall be decided by simple majority vote of members voting on the question. In the case of a tie, the Chair or the person acting as Chair, shall be entitled to a casting vote.

3.2.8 WG4 may establish sub-committees consisting of three or more and refer to them any matter. The persons on these sub-committees have to be associated with an AAPBS full member university and at least one of the persons must be a WG4 member.



Communication with AAPBS

4.1a Reporting to AAPBS

WG4 recommendations for the AAPBS Council will be reported to the AAPBS Executive by the Chair within reasonable time. This reporting will normally be by March and/or October each year.

4.1b Reporting to AAPBS

WG4 shall provide a written report to the AAPBS Executive in time for each annual meeting (AAPBS Academic Conference and AAPBS Annual Meeting). WG4 may be asked to provide an oral report to that same conference but normally such oral reports will be provided by the President.

4.2 Access to AAPBS members

WG4 may determine to consult AAPBS members more formally on particular issues, and if it decided to consult, will determine the form and method of consultation including but not restricted to surveys, questionnaires and workshops.

4.3 Adoption of Terms of Reference

The Terms of Reference of WG4 shall become effective for AAPBS upon approval by the Executive of AAPBS.

4.4 Review of Terms of Reference

The AAPBS Executive shall review the Terms of Reference of WG4 at least once every three years, taking into account any recommendation from the Committee for modification.