

AI Student Advisory Board

Terms of Reference

April 2026

1. Purpose and scope

The AI Student Advisory Board (AISAB) was established by Generative AI Lab for Education (GAILE) and RMIT Artificial Intelligence Advanced Innovation Experience Hub (RAISE Hub) to act as a standing body of students that can pose suggestions and provide feedback on the adoption of generative AI and associated technologies in learning and teaching and student experience.

The Board is intended to provide a representative and structured student voice – informed by broader student perspectives and, where appropriate, drawing on input from wider student engagement activities – in an advisory capacity only, without decision-making powers over actions taken in or by GAILE, RAISE Hub, and its collaborators, though members do have the right to raise issues and concerns with the AI Student Advisory Board.

2. Membership

Members are current students at RMIT from across vocational education, undergraduate, and graduate programs. Recruitment aims to ensure wide representation of the student body, taking into account individual students' engagement with relevant AI tools and systems, digital capability, or interdisciplinary learning initiatives across the university. Membership will strive for representation across all four RMIT Colleges and at various points in their programs, with consideration also given to including students from varied demographic backgrounds, particularly those from backgrounds not often represented in, or traditionally underserved by, higher education.

Members are appointed with a one-year term limit and expected to fulfill the expectations outlined below to remain in good standing.

3. Responsibilities and expectations

3.1. Governance and Accountability

The Board operates under a shared governance arrangement between GAILE and RAISE Hub, with three defined roles:

3.1.1. AISAB Coordinator

The AISAB Coordinator is a member of RMIT staff responsible for all administrative activities surrounding the successful operation of the Board, including:

- Scheduling Board meetings
- Compiling the agenda in consultation with the Chair and RAISE Hub representative
- Managing Board recruitment efforts
- Distributing meeting notes and follow-up communications
- Liaising between the Board and RMIT partners

The AISAB Coordinator provides reports on Board activities to the Head of AI - Education.

3.1.2. GAILE Chair

- A staff member nominated by GAILE serves as Chair of the Board. The Chair is responsible for:
- Facilitating Board meetings
- Setting the strategic direction of Board discussions in consultation with the Coordinator and RAIsE Hub representative
- Ensuring discussions remain aligned with the Board's advisory mandate
- Leading the selection of Board members

3.1.3. RAIsE Hub Representative

RAIsE Hub nominates a representative to the Board who holds a standing role in each meeting. The RAIsE Hub representative is responsible for:

- Contributing agenda items to the Coordinator in advance of each meeting, ensuring student experience priorities are represented
- Providing advisory input on student experience matters as they arise in Board discussions
- Co-facilitating specific agenda items relevant to student experience

3.1.4. Joint Accountability

GAILE and RAIsE Hub are jointly accountable for the effective operation of the Board. GAILE is accountable for nominating and resourcing the Chair role. RAIsE Hub is accountable for active and ongoing participation through its representative. Both parties commit to reviewing this arrangement annually to ensure it remains fit for purpose.

3.2. Members

Board members contribute to discussions that shape AI-related initiatives across RMIT. In return, members gain exposure to institutional AI strategy, opportunities to meaningfully inform decision-making, and access to relevant engagement and learning opportunities.

To maintain these benefits and ensure the Board functions effectively, members are expected to attend meetings and participate in discussions. Members must attend at least one meeting per semester to remain in good standing. When attendance is not possible, members should review the meeting-notes email from the AISAB Coordinator and respond to any questions raised.

Members are also expected to reply to requests for information from the Coordinator, respond to all meeting schedule polls, and respond to meeting invitations in Outlook. As a general expectation, members should be engaging with a minimum of 80% of communications from the AISAB Coordinator.

At the end of each semester, members who do not meet these thresholds will be contacted by the AISAB Coordinator about their interest in continuing on the Board. If there is no response after five weeks, membership will be revoked.

4. Meetings

4.1. Schedule

The Board holds two meetings per semester at times voted on by members. Each meeting lasts 60 minutes.

4.2. Agenda

The agenda is compiled by the AISAB Coordinator, incorporating items from the GAILE Chair and the RAISE Hub representative. The agenda is made available to members prior to each meeting.

Where appropriate, insights gathered from the broader student community may be incorporated into Board discussions to ensure a wider representation of perspectives.

The Board may also consider emerging topics related to AI and student experience as they arise.

4.3. Decision-making process

While the Board does not hold decision-making powers within the larger Education and Student Experience context, members may decide, as a group, to engage in various specific Board-related activities (such as Co-Designing Solutions). When the group needs to decide whether to engage in such activities, an activity will be considered approved when a majority of members vote in favour.

5. Communication channels

The AISAB Coordinator communicates with the members of the Board primarily via email sent from the AI Student Advisory Board email address: gaile@rmit.edu.au

Board members can also communicate with the AISAB Coordinator and each other via the Teams channel.

6. Reporting and documentation

The AISAB Coordinator will provide meeting notes to the Board members within one week of each meeting. The Coordinator will also report back to the appropriate members of RMIT staff on matters discussed at Board meetings, including GAILE and RAISE Hub, to inform ongoing AI-related initiatives.

A brief summary of current Board activities and accomplishments will be included on the AISAB website, and historical activities and accomplishments will also be listed. The names of current Board members may also be published.

7. Ethics and privacy

Due to the nature of the Board, students may at times disclose personal information about themselves, their studies, or their broader experiences at RMIT. Board members are expected to respect the privacy of their peers in the highest regard, and to not share any personal information that was disclosed by other members during Board meetings.

Likewise, the AISAB Coordinator will endeavour to take appropriate steps to protect students' privacy when reporting back and communicating to RMIT staff on matters discussed at Board meetings, or when answering any questions about the composition of the Board. Comments will be generalised and/or anonymised whenever possible. Given that the names of Board members are not private or confidential, however, members should bear in mind that, in some cases, it may be possible for someone to deduce which student has provided a particular piece of feedback. The AISAB Coordinator will proactively work with any students directly to discuss the matter before passing along the feedback, should they believe this might be the case.

Where there is a risk of identification, the AISAB Coordinator will consult with the relevant student(s) before sharing such feedback.

8. Amendments to the Terms of Reference

These terms of reference can be amended through the following process:

- A member or members proposes an amendment by emailing the proposal to the AISAB Coordinator for tabling at the next meeting
- The AISAB Coordinator reviews the proposed amendment to ensure the amendment aligns with the intended mandate for the group. Provided the amendment is thus admissible, the AISAB Coordinator adds the item to the next meeting agenda and sends the proposal to members
- Provided a majority of the Board members are present at the meeting, the group discusses and votes on the amendment
- An amendment is considered approved when a majority of members vote in favour.