

UNIVERSITY OF SKILLS TRAINING AND ENTREPRENEURIAL DEVELOPMENT (AAMUSTED)

SCHEDULE OF MEETINGS FOR COUNCIL AND SUB-COMMITTEES OF COUNCIL, 2025/2026 ACADEMIC YEAR

BOARD / COMMITTEE	CHAIRMAN	SECRETARY	2025 / 2026 ACADEMIC YEAR												VENUE
			SEMESTER ONE					SEMESTER TWO							
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	
	COMMITTEES UNDER THE ACT														
Governing Council	Council Chairman	Mr. Augustus K. Brew			27			19			25			18	Council Chamber
Academic Board	Prof. Frederick K. Sarfo	Mr. Augustus K. Brew		27			5/22		29		3	7			New Auditorium
Convocation	Council Chair/Vice-Chancellor	Mr. Michael K. Twum-Ampomah					22						11		New Auditorium
<i>Vice-Chancellors Ghana (VCG)</i>					30/31				23/24			15/16		10/11	
	COMMITTEES OF COUNCIL														
Finance Committee	Council Chairman	Mr. Augustus K. Brew			26			18			4			17	Council Chamber
Audit Committee	Mr. Elvis Kusi	Mrs. Akua Ahyia Adu-Oppong	30			15					16			16	Council Chamber
Development Committee	Prof. Frederick K. Sarfo	Mr. Stephen K. Armah			25			12			9			2	New Auditorium
Superannuation Management Board	To be appointed by Council from Convocation	Mr. Richard Kwadwo Mprah			18			10		3		23			Office of Director of Finance
University Tender Committee	Prof. Frederick K. Sarfo	Mr. Yaw Adu Achiaw			26			17			4		6		Office of Director of Finance
Appointments and Promotions Board	Prof. Frederick K. Sarfo	Mrs. Goddana M. Darko		19			23		17				6		FASME Conference Room
Grant Steering Committee	Prof. Frederick K. Sarfo	Ms. Edith Addison			12			24		26			25		Office of Director of Finance
Institutional Advancement Board	To be elected from appointees outside the University	Mrs. Kezia Gladys Amaning Adjei	21			23				24			27		Office of Director of Finance

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	OTHER STANDING COMMITTEES														
Management Committee	Prof. Frederick K. Sarfo	Ms. Gertrude Adutwum	29		10		18		6		2			9	Council Chamber
Faculty/School Appointments and Promotions Committee	Dean of Faculty/ School	Faculty Officers			31					28					Faculty/School Conference Room
Departmental Appointments and Promotions Committee	Head of Department	Departmental Administrators			11					21					Faculty/School Conference Room
Administration Appointments and Promotions Committee	Mr. Augustus K. Brew	Mrs. Goddana M. Darko			17					7					Registrar’s Office
Appointments and Promotions Committee	Prof. Isaac Boateng	Mrs. Dorcas D. Kyeremeh		4			14		21				24		FASME Conference Room
	STANDING COMMITTEES OF ACADEMIC BOARD														
Executive Committee of Academic Board	Prof. Frederick K. Sarfo	Mr. Daniel Konin		10		13		5			30				New Auditorium
Academic Planning Committee	Prof. Isaac Boateng	Mr. Daniel Konin		3				4		14			19		New Auditorium
Board of School of Graduate Studies	Prof. Humphrey Danso	Mrs. Emma Dakoaa Aikins		12			6				15			16	New Auditorium
Research, Conferences and Scholarships Committee	Prof. Isaac Boateng	Mrs. Goddana M. Darko			17		20		28				12		New Auditorium
Library Board	Prof. Isaac Boateng	Dr. Matilda Obeng Kyere		13		14				27				17	New Auditorium
Admissions Board	Prof. Isaac Boateng	Ms. Beatrice Acheampong		6			15			11		20			New Auditorium
Publications Board	Dr. Christopher Owusu-Ansah Mfum	Mrs. Lydia Owusu Boateng		17		29					17			9	New Auditorium
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Information and Communication Technology Board	Prof. Frederick K. Sarfo	Mr. Richard Kodi		10		21			2				18		New Auditorium
Student-Staff Consultative Committee	Prof. Frederick K. Sarfo	Mrs. Rita Serwaa Karikari Bonsu			5		19		10			6			New Auditorium
Guidance and Counselling Advisory Board	To be appointed by the Vice-Chancellor	Ms. Doris Mbah	15			22					1			11	FASME Conference Room
Housing Committee	Prof. Isaac Boateng	Mr. Donald Kwame Asiedu	16			1					29			10	New Auditorium
Facility Management Committee	Prof. Isaac Boateng	Mrs. Ama Ofosuhemaa Abrokwah		12			12		14			14			Office of the Director of Finance
Security and Safety Committee	Prof. Isaac Boateng	Ms. Sabina Koompong			3		6		8		18				FASME Conference Room
Safety, Health and Environment Committee	To be elected by Academic Board	Mrs. Victoria D.D. Awopone		18		30		23			18				New Auditorium
Student Residential Management Committee	Prof. Isaac Boateng	Mrs. Rita Serwaa Karikari Bonsu	6			16					2		17		New Auditorium
Farm Management Committee	To be appointed by the Vice-Chancellor	Mr. Richard Kodi	14			7					7				FASME Conference Room
Transport Committee	Prof. Isaac Boateng	Mrs. Rosemary Adu-Poku				20						13			New Auditorium
Staff Development Committee	Mr. Augustus K. Brew	Mrs. Ama Anim Firemping			16			9			10			3	Office of the Registrar
Sports Committee	To be elected by Academic Board	Mr. Abraham Attah		17		28			9			5			FASME Conference Room
Administration Committee	Prof. Frederick K. Sarfo	Mrs. Portia Benny-Coffie			4		26		13				5		Office of Director of Finance

Campus Administration Committee	Prof. Isaac Abunyuwah	Secretary to be appointed by Campus Registrar			2		21		22				5		Chapel Extension Conference Room
Sexual Harassment Committee	To be appointed by the Vice-Chancellor	Ms. Deborah Dufie Tabiri			13		18			5			13		FASME Conference Room
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Quality Assurance, Planning and Accreditation Committee	Prof. Isaac Boateng	Mr. Frank A. Arthur	5			17				7				23	FASME Conference Room
Institutional Ethical Review Committee	Prof. Humphrey Danso	Mrs. Millicent Pimpong	9			9					14		10		FECS Conference Room
Institutional Affiliations Committee	Prof. Isaac Boateng	Ms. Adwoa Serwaa Karikari	20			8					2			15	FASME Conference Room
Health Services Committee	Prof. Isaac Boateng	Ms. Nefa Esi Akwaa-Mensah	8			22					17			28	FASME Conference Room
Chaplaincy Committee	University Chaplain	Ms. Gertrude Acheampong, Esq.	15		5			4			11				FASME Conference Room
Timetable Committee	Prof. Isaac Boateng	Mr. Benjamin Mensah	22		12			16			3				FASME Conference Room
Board of Survey	Mr. Augustus K. Brew	Mr. Donald Kwame Asiedu	28								24				New Auditorium
Strategic Plan Monitoring Committee	A person of Dean’s Status appointed by the Vice-Chancellor	Mrs. Mavis Kuranchie Boateng		5			7		10				26		FASME Conference Room
Faculty Boards	Deans of Faculty	Faculty Officers		13				25				29			Faculty Conference Room
Institute of Teacher Professional Development and Lifelong Learning (ITPDLL) Board	Prof. Frederick K. Sarfo	Mr. Abraham Attoh	2			24			15			23			Research Commons, AAMUSTED Library
Board of the Institute for Competency-Based Training and (ICBTR)	Prof. Frederick K. Sarfo	Mr. Douglas Kofi Boafo			13			8			4			8	FECS Conference Room

Welfare Services Board	Prof. Frederick K. Sarfo	Mr. David Owusu Antwi	16			10				19			27		Office of Director of Finance
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	STANDING COMMITTEES OF ACADEMIC BOARD CONT'D														
Board of Student Affairs	Prof. Isaac Boateng	Mrs. Rita Serwaa Karikari Bonsu		16		15			3		8				FASME Conference Room
Media Management Board	Mr. Augustus K. Brew	Mr. Richmond Butler		26			19			14				1	New Auditorium
Hall Council	Prof. Francis Ohene Boateng	Hall Administrator			19				27						FASME Conference Room
Departmental Boards	Heads of Department	Departmental Administrative Officers	27					18		20		22			Office of the Head of Department
Appeals Board	Retired Justice of the Superior Court of Judicature	Ms. Gertrude Acheampong, Esq.		12			13			13					FASME Conference Room
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	STANDING COMMITTEES OF ACADEMIC BOARD CONT'D														
Basic Schools Management Committee	To be elected by Academic Board	Ms. Victoria Timah		5			8			19			13		FASME Conference Room
Senior High Schools Management Committee	To be elected by Academic Board	Ms. Diana Nketiah		12			11			12			20		FASME Conference Room