

Executive Board Terms of Reference

Committee name: Executive Board
Reporting line: Advisory committee to the Vice-Chancellor
Nature: The Executive Board acts as the key consultative body within the University. It provides for the proper representation of faculties and departments – in terms both of two-way communication and also of active consultation on key issues.

Membership

The membership is agreed by the Executive Board and constitutes those staff designated as “Senior Post Holders” within the University’s Articles of Government.

Current membership (20 members at September 2011)

Vice-Chancellor (Chair)
Deputy Vice-Chancellor
Pro Vice-Chancellor (Academic Support & Student Services)
Pro Vice-Chancellor (Research & Enterprise)
Pro Vice-Chancellor (Corporate Affairs) & University Secretary
Faculty Deans (5)
Director of Communications
Director of Academic Development
Finance Director
Director of Information Services
Director of Human Resources
Director of Property Management & Development
Director of Student Services & Administration
Head of Planning
Executive Director of Enterprise
Academic Registrar

Clerk

Head of Secretariat

Terms of Reference

1. Develops with the Senior Management Team (SMT) the strategic direction of the University in all areas other than those academic responsibilities discharged by the Academic Board and Directorate
2. Discusses the Strategic Plan to be recommended to the Board of Governors taking into account academic considerations as identified by the Academic Board
3. Advises SMT on policies and procedures required to ensure that the strategic plan is implemented
4. Comments on the annual planning cycle including the University priorities proposed by the SMT.

Meetings

The Executive Board usually meets 6 times per year.