

ASSOCIATION OF COMMONWEALTH UNIVERSITIES

Terms of Reference for the Remuneration Committee

1. Membership

The Remuneration Committee shall consist of the Chair of the Council (Chair), Vice-Chair, the Honorary Treasurer and a member (preferably an independent member) of the Audit and Risk Committee. The Secretary General shall be in attendance and act as the secretary to the Committee, except when his/her own performance and remuneration is under discussion by the Committee, when the Chair shall record the decisions.

2. Frequency of Meetings

The Committee shall meet at least once a year and at such other times as is deemed necessary.

3. Quorum

The Committee shall be quorate if two of its members (one of whom must be the Chair of the Council) are present.

4. Responsibilities

i. To determine on appointment and review from time to time against agreed performance criteria and with reference to similar positions in the market the remuneration, benefits and terms and conditions of service of the Secretary General (in his/her absence).

ii. To determine and review from time to time, against agreed performance criteria and after receiving advice from the Secretary General, the remuneration, benefits and terms and conditions of service of those senior staff who report directly to the Secretary General.

iii. To receive from the Secretary General a report on salary changes for all other staff.

iv. To report to the Council on the decisions made.

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