ASSOCIATION OF COMMONWEALTH UNIVERSITIES

Role description of members of the Executive Committee

1. Membership

a) Members of the Executive Committee are entrusted by the Council with the duty of conducting the business of the Association between meetings of the Council itself. The Committee has delegated authority in key areas of the Association’s work and to this extent members have a special responsibility to ensure that the necessary business of the Association is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of public business.

b) Members have a responsibility for ensuring that the Executive Committee acts in accordance with the Charter and Statutes of the Association and with its code of Governance, and should seek advice from the secretary to the Council in any case of uncertainty.

c) Members are appointed to the Executive Committee by the Council and for such periods as the Council may determine, normally not less than two years.

d) The Executive Committee is small and this places a particular responsibility on members to attend as many meetings as possible.

2. Standards

a) The standards required of members of the Executive Committee are those set out in the Association’s Code of Governance. Members are expected to regulate their personal conduct in their Executive Committee role in accordance with these standards.

b) Members must make a full and timely disclosure of personal interests to the secretary in accordance with the procedures approved by the Council. They must as soon as practicable disclose any interest which they have in any matter under discussion in the Executive Committee and accept the ruling of the Chair in relation to the management of that situation, in order that the integrity of the Executive Committee may be and may be seen to be maintained.

3. The Business of the ACU

a) The duties and role of the Executive Committee are set out in its terms of reference which accompany this document. Members are required to familiarise themselves with these responsibilities and to ensure that they are carried out. In particular, members need
to understand the relationship between the work of the Executive Committee and the overall responsibilities of the Council.

b) At the Executive Committee’s discretion, individual members may be asked to accept a special portfolio or responsibility within the terms of reference, or be asked to concentrate on a particular aspect of the ACU’s work.

c) Members should endeavour to establish constructive and supportive contacts with the ACU’s staff but must recognise the separation between the role of the Committee and executive management which is the responsibility of the Secretary General and his/her colleagues.

4. Personal

a) Membership of the Executive Committee is not remunerated, but members may reclaim travel and other expenses which are not met by their university in accordance with the ACU’s arrangements.

b) A letter accompanying this role description will be sent to new members of the Executive Committee setting out the formal start date and duration of appointment. Membership of the Committee will end if the member’s university withdraws from the ACU.

June 2009

Attachment: Terms of Reference for the Executive Committee
ASSOCIATION OF COMMONWEALTH UNIVERSITIES

Terms of reference for the Executive Committee

These terms of reference are based on the Council’s wish to ensure that, by delegating responsibilities to an Executive Committee, the business of the Association can be conducted efficiently and effectively between meetings of the Council itself.

1. Membership

The Council has appointed an Executive Committee under Article 12 of the Charter. The Committee consists of the Chair of the Council (Chair), the Vice-Chair of the Council, the Honorary Treasurer, plus two other members appointed by the Council. A further member may be co-opted by the Chair should the need arise.

2. Frequency of meetings

The Committee is accountable to the Council and it shall meet at least twice a year - once face to face, alongside a Council meeting, and once electronically. However, should the Committee’s business demand it, additional meetings may be conducted by tele/video-conference.

3. Quorum

The Committee shall be quorate if three of its members are either present at a face-to-face meeting or participate in a tele/video-conference.

4. Responsibilities

The Committee has the following delegated responsibilities:

i. To consider and recommend for approval by the Council the Association’s medium to long-term strategy, with particular reference to the integrated planning of the human, physical and financial resources required to achieve the proposed strategic objectives.

ii. To ensure that the consideration of matters and decisions relating to strategy, performance and resources are consistent with the Association’s wish to promote equality and eliminate discrimination.

iii. To keep a watchful eye, and be prepared to advise, on the implementation of the medium to long-term strategy approved by the Council.
iv. To approve and recommend to the Council the Association’s annual revenue and capital budgets, in order to achieve the objectives of the approved strategy.

v. To ensure the implementation of the approved budgets, including the monitoring of performance against budgets.

vi. To consider, approve and keep under review the method by which resources are allocated within the Association and to receive regular reports from the Secretary General on these matters.

vii. To receive the annual accounts for the Association and recommend their approval to the Council.

viii. To keep under review the performance of the Association and to oversee the implementation of mechanisms required to measure performance.

ix. To be a point of reference and advice about the overall day-to-day business of the Association whilst maintaining the appropriate balance between implementation of policy and the responsibilities of executive management.

x. To reflect in its decisions the risk strategy and risk management processes approved by the Audit and Risk Committee.

xi. To have regard in its decisions to the responsibilities of the Council as trustees.

xii. To consider and determine such other matters as may be delegated or referred to it by the Council.

xiii. To report to each meeting of the Council on the work it has undertaken on the Council’s behalf.

xiv. For the efficient running of the affairs of the Association, Council should delegate, until its next meeting or further resolution by the Council, all of its powers to the Executive Committee except those of:

- Electing the Association’s office bearers
- Appointing members of the Executive Committee (other than filling of casual vacancies)
- Amending the Charter and Statutes and making and amending Bye-Laws

June 2009