



BUCS Senior Managers Executive Terms of Reference – 2018-19

Purpose

The BUCS Senior Managers Executive is one of two primary member executive groups and is responsible for the strategic oversight and direction of the BUCS vision and strategy.

1. The group will be responsible for supporting and challenging the strategy leadership groups and the executive staff team on progress against the strategy objectives and collaboration with other strategy areas. The group will therefore share with the executive team accountability to Board for the delivery of the BUCS strategy.
2. The group will drive and coordinate the engagement of senior managers across the BUCS membership, hosting networking events throughout the year to discuss key sector priorities and share expertise and best practice.
3. Representing the voice of the membership at a Senior Manager level, this group will also be utilised as a key consultation group for BUCS executive team and BUCS Board alongside BUCS Advisory Group.

Membership

The group shall be made up of individuals operating at a strategic level within different member institutions of BUCS. The membership of the group will be a mix of appointed and elected positions in order to ensure that it has sufficient expertise and credibility as well as remaining representative of the diverse membership it aims to serve.

Elected

Chair

Vice-Chair

Non-portfolio

Non-portfolio

Non-portfolio

Appointed

Chair – Physical Activity & Health Board

Chair – Social & Recreational Sport Group

Chair – Inter-University Competition Group

Chair – Workforce & Professional Development Group

Chair – Profile & Influence Group

Chair – Inclusion Board

BUCS Advisory Group Representative

Elections

The role of Chair, Vice-Chair, and three non-portfolio positions shall be elected from the members of the Senior Managers Network. The chair will represent Senior Managers on the BUCS Board of Directors and the four other positions to balance the membership of the group to ensure it remains representative of the breadth of BUCS membership. In order to ensure continuity between BUCS membership executive groups, a representative from Advisory Group shall be identified from the Regional Staff chairs to join SME whilst a Vice-



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Chair shall be elected from the membership of the Executive in order to deputise for the chair when necessary as well as represent the SME at BUCS Advisory Group meetings.

The BUCS Chief Executive Officer and other members of the executive team at BUCS will also support the group and attend meetings. Being elected to the role of the Chair of the Senior Managers Executive will also be the identification process for the non-executive board position, representing Senior Manager's across the BUCS membership.

Terms of Representation

In line with other Board positions, the Chair of the group will serve a three year term, and can serve a maximum of two consecutive terms if re-elected by the Senior Managers Network. In order to reflect the diversity within the HE sector, and its ever changing nature all non-portfolio positions on the group will be elected for a period of two years and can serve a maximum of two terms if re-elected by the Senior Managers Network. In order to encourage continuity the seven strategy group chairs will be appointed for a maximum of three years, and can serve no more than two consecutive terms.

Meetings

Given the accountability of this group to BUCS Board and to the membership, it is vital that the activities of the group integrate to the engagement process between regional representative groups and the BUCS Board. As such, meetings will take place at similar times throughout the year as Advisory Group, approximately 2-3 weeks prior to all Board meetings.

Review Period

The group, and these terms of reference shall be reviewed annually in order to remain relevant and representative.