



TERMS OF REFERENCE

Community Committee

1. Status

The Community Committee reports and is accountable to the AGCAS Board of Directors.

2. Purpose

The principal aims of the Committee are to:

2.1 Oversee the fulfilment of the Community element of the AGCAS strategy and its impact on AGCAS members, the Higher Education careers profession and wider society

2.2 Create a sense of common purpose so all AGCAS members feel engaged and represented

2.3 Ensure that task groups, regional heads groups and devolved nations deliver their agreed objectives

2.4 Recommend and ensure that clear communications channels between groups, regions, nations and central AGCAS are created and maintained

2.5 To ensure that the Committee's activities support AGCAS's overarching strategic objectives

2.6 Ensure that the Community Committee's activities meet the charitable objects of the articles of association

3. Key Responsibilities

In support of its purpose the committee will:

3.1 Oversee and support the ongoing development and support of the evolving matrix of groups, regions and nations through the provision of the appropriate structures, facilities, support and guidance

3.2 Ensure and enable:

3.2.1 Opportunities are available for all AGCAS members to optimise the use of their expertise, enthusiasm and commitment through the provision of relevant groups and regions

3.2.2 All areas of membership (geographically, mission group, institutional size)

are fully represented on all community groups

3.2.3 Impartiality of task group findings are maintained with no inappropriate influence by any special interest

3.3 Task groups remain relevant, removing any no longer valid while providing the opportunity to create new groups to ensure member needs are met and delivery of the AGCAS community strategy

3.3.1 Creation of short-term working parties examining a specific topic on behalf of AGCAS

3.3.2 Groups either identified by the AGCAS Board or convened by it to work in a particular subject area, to develop long-term policy capability in areas of significance to AGCAS' mission

3.4 Establish and operate procedures to ensure:

3.4.1 Groups operate to agreed guidelines and deliver on their agreed purpose and Terms of Reference

3.4.2 The communications flow between groups and AGCAS and the wider membership are appropriate

3.4.3 A review half way through each financial year of plans, activities, budget and actual spend of AGCAS in connection with the activities overseen by the Committee is provided to the Board of Directors

3.4.4 An Annual Review of the effectiveness of the Committee in connection with the principal aims is provided to the Board of Directors

3.4.5 An annual assessment of risk elements relevant to the remit of the Committee.

3.5 The Committee will be responsible for ensuring that all its members receive appropriate training as prescribed by the Board of Directors from time to time.

4. Strategic Planning and Management

The Committee will produce an annual activity plan supporting AGCAS's one-year operational plan. It will review achievements against this plan at the end of each annual cycle.

5. Constitution and Membership

The Chair of the Committee will normally be the AGCAS Director with responsibility for Community. Other appointments can be based on nominees from AGCAS groups and committees which will include but will not be limited to:

- Task groups, devolved nations and regional Heads groups

These appointments will be subject to approval by the Board of Directors.

5.1 Membership of the Board shall comprise:

- The Director for Community (Chair)
- A member of the senior management of AGCAS, nominated on the advice of the Executive Director
- Up to 10 other members, with a minimum of 6, of whom the majority should be Full Members of AGCAS. Such members will include representatives from AGCAS task groups, regional Head groups, devolved nations, and may include those co-opted by the Chair. Chairs of the groups and working parties that report to the Committee will normally be members of the Committee. However, given the number of groups and working parties that report to the Community Committee a selection of groups and working party Chairs will represent all the groups involved.

6. List of Groups and Working Parties that report to the Community Committee:

Disability task group
Diversity task group
Education Liaison task group
Employer Action task group
Enterprise and Entrepreneurship task group
Legal Profession task group
Medical Careers Advisers Network
Placement and Work Based Learning task group
Postgraduate Taught task group
Psychometric task group
Research Students and Research Staff task group
Skills Award task group
Teaching and Related Professions task group

AGCAS Scotland
AGCAS Wales
East Midlands Heads group
North East Heads group
North West Heads group
South East Heads group
West Midlands Heads group
Yorkshire and Humber Heads group

AGCAS Liaison Officers

Short-term working parties formed around specific topics or areas as directed and overseen by the Community Committee.

7. Approval and Review

These Terms of Reference shall be approved by the Board of Directors. They form part of Board of Directors Regulations. The Community Committee will review them on an annual basis, usually at the first meeting following the AGM.

The following points relating to membership of a committee are standard to all AGCAS committees and will form part of the AGCAS regulations (which are still in development)

- Members of the Committee may elect up to two of its members to the nominal position of Vice Chairs of the committee
- Appointments for all members shall be for a maximum of three years, with the exception of the senior HQ member who shall remain on the Board for as long as the Executive Director sees fit. Retiring members may be re-appointed, subject to a maximum of 6 years' unbroken service. However, where appointments are made as a result of the individual's position on an AGCAS group /working party reporting to a Committee their tenure on the Committee will correspond to the appointed tenure held on their AGCAS group/working party
- The quorum shall be one quarter of the total membership of the committee, rounded up to the nearest whole number, of which a majority should be Full Members of AGCAS.
- A member of the Committee who attends a meeting by means of any communication equipment which allows all persons participating in the meeting to hear and speak to each other for the entirety of any matter under consideration shall be deemed to be present in person for that part of the meeting and shall be entitled to vote or be counted in a quorum accordingly
- All members must commit reasonable time and effort to the work of the Committee and make reasonable efforts to attend meetings. If a member fails to attend three consecutive meetings the Committee may, at the Chair's discretion, terminate his or her membership of the Committee, unless the non- attendance was owing to illness or other reasonable cause
- On the recommendation of the Chair of the Committee, the Trustee Board may cancel or suspend a membership of that Committee where the member's actions have, in the opinion of the Committee and of the Trustee Board, been detrimental to the work of the Committee
- In the event that the Director is unable to chair a Committee meeting, the Director or the Committee shall appoint another Committee member to chair that particular Committee meeting. This person will normally be one of the members holding a nominal appointment of Vice Chair of the Committee
- In the event of a tied vote, the Chair shall have an additional casting vote