Chartered ABS Committees and Membership Criteria

The Chartered ABS uses a committee structure to help develop the strategy in particular interest areas.

Existing Steering Committees

- Research
- Learning, Teaching and Student Experience
- Professional Managers
- Executive Education
- Internationalisation
- Diversity
- Scottish

NB: What was previously known as the Executive Committee is now known as the Council and remains the mandated part of the governance structure. Different rules apply for the Council, which is determined by the Charter.

1. Purpose of Committees

I. To act in an advisory capacity to help the Chartered ABS develop an agenda in each particular specialist area that may feed into the Chartered ABS Strategic plan.

II. To help draw up programmes for symposia, conferences, development programmes, etc.

III. To act as champions for the Chartered ABS in particular committee areas, promoting the work of the Chartered ABS to colleagues, representing the Chartered ABS at external events, where appropriate and by mutual consent.

IV. To help formulate and finalise research, thought pieces, policy papers and publications in the particular area where appropriate. NB final editing responsibilities will lie with the Chartered ABS.

V. To discuss and formulate ideas for new activities.

VI. To review the work of the Chartered ABS in that area and, where required, submit a written report to the Chartered ABS Council.

VII. To help source notable speakers for Chartered ABS events.

2. Further notes

I. Each Committee and Forum will have a Terms of Reference approved by the Council.

II. The Chair and Deputy Chair of each committee will be appointed by the Chartered ABS.

III. Chartered ABS members may nominate representatives to join a committee.

IV. Committee membership should, in every case, reflect the diversity of the Chartered ABS membership.

V. All committees and forums should have a gender balance.

VI. Committees, to be effective, should have about 12 members, but no more than 20.

VII. Where the Chair, Deputy Chair and Chartered ABS staff representative agree that there is a need for additional committee members, a call will be put out via the Chartered ABS for nominations.
VIII. The Chair and Deputy Chair, along with the Chartered ABS staff representative, will agree membership of the Committee and will report this to the Council.

IX. Replacements for members will not be permitted except in exceptional circumstances where the chair and deputy chair agree that it is appropriate.

X. All appointments will be for a three year period, which will be renewable once before a compulsory break of at least one year.

XI. Committee members are expected to make a contribution to the Chartered ABS activity in their area either though attendance at committee meetings, attendance at related events, speaking on Chartered ABS’ behalf by mutual agreement, promotion of the Chartered ABS and its activities.

XII. Committees should meet a minimum of twice per year, the frequency of meetings for individual committee meetings will be outlined in the specific committee Terms of Reference.

XIII. Continual non-attendance at meetings may result in removal from the committee.

XIV. The Chartered ABS Council may decide to wind up a committee where there is insufficient interest or lack of fit with Chartered ABS strategy. Where this is the case it will be communicated to any current committee members and published on the website.

XV. Chartered ABS will provide the secretariat for agreed committees.