

## TERMS OF REFERENCE AND KEY PROJECTS - PROFESSIONAL MANAGERS' COMMITTEE (PMC)

The Professional Managers' Committee (PMC) comprises School Managers, Heads of Administration and Chief Operating Officers from Chartered ABS member business schools (unless otherwise agreed). The PMC reports to the Chartered ABS Council. The PMC will define and deliver on key projects as outlined in the objectives set out below. The Chair of the PMC is selected and nominated by the PMC and endorsed by the Chartered ABS Council. The term of office for members and chair is outlined below.

### **A) Terms of Reference.**

1. The PMC will meet four times a year (or more if deemed necessary).
2. The PMC, through the Chair, will report to the Council of the Chartered ABS.
3. It will also have the power to establish working groups to take forward particular issues, which may include members from outside the PMC.
4. To discuss business school management issues/ challenges and opportunities and to advise the Council on policy in relation to these. To initiate discussion with and influence relevant external bodies in relation to Business School management.
5. To promote the work of the PMC within the UK business school community and with international networks.
6. To provide a forum for the exchange of ideas and good practice, where this is mutually beneficial and does not compromise any institution's individual corporate goals.
7. The PMC, in conjunction with Chartered ABS, initiates and oversees activities related to the sector/discipline specific development of professional managers in business schools which include the Professional Managers' Annual Conference (PMAC) and such other development programmes as agreed with Chartered ABS.
8. PMC members act as institutional representatives (unless alternatives are advised) to assist the Chartered ABS in preparing responses to national consultations. When receiving requests for institutional submissions, they are responsible for allocating responsibility to respond as appropriate within their institution.
9. PMC members will be asked to represent the Chartered ABS at appropriate fora e.g. Chartered ABS Annual General Meeting, annual conference etc.
10. PMC members will be expected to contribute regularly to the work of the committee, through attendance at meetings, engagement with projects and supporting the committee. If

attendance/engagement falls below reasonable levels (e.g. 50% over a 1 year period), then the chair reserves the option of seeking alternative representation.

11. PMC members are appointed for a three-year term, which is renewable once before a compulsory break of at least one year. The Committee Chair and Vice Chair are appointed by the Chartered ABS and endorsed by the Chartered ABS Council. Both the Chair and Vice Chair appointments are for a three-year period.

## **B) Key Projects for 2016/17**

1. To continue to develop the access, influence and visibility of the PMC, particularly through the Professional Managers' Annual Conference.
2. To deliver a mission statement and set of values.
3. Deliver and test a skills matrix for business school professional managers.

## **PROFESSIONAL MANAGERS' COMMITTEE (PMC)**

### **MEMBERSHIP CRITERIA**

#### **What we are looking for**

- To qualify for consideration to join the Professional Managers Committee, your Business School must be a member of the Chartered Association of Business Schools.
- You will need to be a senior professional manager in a Business School/faculty or college with a minimum of three years' experience in such a role.
- You will have a willingness to contribute enthusiastically at a national level to the development and understanding of the role of the professional manager in a Business School context.
- You will be able to commit to a term of three years. This can be renewed for three further years.
- To reflect the diversity of business schools, membership will be drawn from as wide a range of institutions as possible e.g. pre and post 1992 Business Schools, and private providers.
- In considering applications for membership, account will be taken of the geographic spread of institutions as well as the ethnic and gender balance of the existing Committee.

#### **Requirements of the role**

- To attend Committee meetings; members who do not contribute and/or attend regularly may be asked by the Chair to step down.
- To support the Chair and the Committee, particularly in those areas in which you have specialist knowledge and experience.
- To provide advice, guidance and support to the Chair and Committee members.
- To be able to represent the Committee at events and/ or conference e.g. Chartered ABS Professional Managers Annual Conference, and the Chartered ABS Annual Conference.
- To contribute to the annual work schedule of projects including the professional development programme.
- To champion the work of the Professional Managers Committee in the business school community and to other relevant audiences.

#### **Time Commitment**

There will be a minimum of four meetings per year, currently at the Chartered Association of Business Schools offices located at **3<sup>rd</sup> Floor, 40 Queen Street, London, EC4R 1DD**. The meetings usually take place on a Friday

starting at 12 noon and generally last no more than three hours. On occasion, you would be expected to participate in other working groups, events and meetings as required by the Chair (this may be conducted virtually).

### **Remuneration**

This role is not remunerated by the Chartered ABS and all expenses e.g. travel to meetings will need to be supported by your own institution.

### **Application Process**

Applications should be made to the Committee Chair, submitted to the Committee Secretary and should include:

- A letter of application outlining the skills and experience you can bring to the Committee and you fit with the membership criteria.
- Your Curriculum Vitae.
- A letter of recommendation from your Dean/Director in support of your application.
- An organogram showing your position in the organisational structure of your Business School.

### **Outcome of Application Process**

Applications will be considered by the Chair, Deputy Chair and Chartered ABS staff representative, and the outcome of the application will be fed back to the individual.