

## **2017/C16/CABS/Ccl/09**

### **Executive Education Committee Work Schedule 2017/18**

This includes:

#### **A. Terms of Reference for the Executive Education Committee**

#### **B. Key Projects for 2017/18**

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

The Executive Education Committee comprises Directors of Executive Education and other relevant members of staff from Chartered ABS member business schools (unless otherwise agreed). The Executive Education Committee reports to the Chartered ABS Council. The Executive Education Committee will define and deliver on key projects as outlined in the objectives set out below. Committee 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.

The Executive Education Committee will normally meet at least two times a year or more often if necessary.

The Executive Education Committee seeks to:

1. discuss business school management issues, challenges and opportunities relating to executive education and to advise the Council on policy in relation to these.
2. champion the work of executive education within the UK business school community and to external audiences including business, government and the wider university community.
3. promote excellence within executive education.
4. explore and seek to demonstrate the economic impact of executive education.
5. demonstrate how executive education creates value in business schools internally.
6. develop leaders in executive education.

Executive Education Committee members act to assist the Chartered ABS in preparing responses to national consultations. When receiving requests from Chartered ABS for institutional submissions, they are responsible for securing a response from their institution.

Executive Education Committee members may be asked to represent the body at appropriate forums.

## **B) Key Projects for 2017/18**

### *Activities for Development:*

1. To take forward work undertaken on feasibility and develop plans for an awards event for the executive education community.
2. Further to the 2017 symposium on the development of leadership skills for Executive Directors, to progress plans for a development programme for leaders in executive education, with a first step of drawing up a skills framework for an executive education team.
3. To develop opportunities for showcasing innovation in executive education.

### *Routine Activities:*

1. To continue to deliver executive education symposia for executive education staff in UK business schools.

## **EXECUTIVE EDUCATION COMMITTEE MEMBERSHIP CRITERIA 2016/17**

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

- To qualify for consideration to join the Executive Education Committee, your business school must be a member of the Chartered Association of Business Schools.
- You will hold a senior role in executive education in your business school/faculty or college with a minimum of three years' experience in such a role.
- 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 92 Business Schools, and private providers.
- In considering applications for membership, the Chartered ABS will also have regard to the geographic spread of institutions as well as the ethnic and gender balance of the existing Committee.

### **Requirements of the role**

- Attending Committee meetings regularly. Members who do not contribute and/ or attend meetings three times consecutively may be asked by the Chair to step down from the committee.
- 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.
- Be able to represent the Committee at events and/or conferences e.g. Chartered ABS Executive Education Symposia, the Chartered ABS Annual Conference, or third party conferences.
- To contribute to the annual work schedule of projects.
- To champion the work of the Executive Education Committee in the business school community and to other relevant audiences.

### **Time Commitment**

There will be a minimum of two meetings per year, currently at the Chartered Association of Business School offices located at **3<sup>rd</sup> Floor, 40 Queen Street, London, EC4R 1DD** (unless otherwise agreed). The meetings usually take place on a date and time recommended by the Chair of the committee and generally last no more than 90 minutes. On occasion, you may be invited to participate in other working groups, events and meetings as required by the Chair.

### **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 submitted to the Committee Secretary and should include:

- A letter of application outlining the skills and experience you can bring to the Committee and your 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.