

# Global Engagement Team (GET)

## Terms of Reference

### Purpose of meeting

To collectively deliver the shared purpose of a Global BU through:

- Shared decision making on pertinent GE issues
- Regular reporting and sharing of information and intelligence
- Coordinated approach to internal and external communications
- Development and delivery of an effective and efficient operationalization of the global engagement agenda

### Membership

- PVC (Global Engagement) (Chair)
- Head of Operations – GE Hub
- Projects and Business Support Manager – GE Hub (Secretary)
- Head of International Marketing and Student Recruitment
- Partnership and International Development Manager
- Global Engagement Mobility Manager
- Head of Alumni Relations
- Associate Deans for Global Engagement

### Deputies

To be cleared by PVC (GE). Monthly activity reports should still be submitted.

### Frequency

Every six weeks

### Duration

Two hours

### Secretariat responsibilities

- The GEH will circulate agenda and associated papers to the GET two working days in advance of the GET meeting
- The GEH will circulate brief notes and key decisions/actions within three days of the meeting

### GET responsibilities

- All GET members are required to complete a monthly, quarterly and annual report on activity for sharing at the GET. Templates and approach are available from the Global Engagement Hub.
- The monthly reports should be sent to the GE Hub at least five working days in advance of the GET meeting.
- The quarterly and annual reports should be sent to the GE Hub one week before the GET meeting along with any additional agenda items.
- All correspondence should be sent to [globalbu@bournemouth.ac.uk](mailto:globalbu@bournemouth.ac.uk) and [pvcglobal@bournemouth.ac.uk](mailto:pvcglobal@bournemouth.ac.uk)