

Global Engagement Team (GET)

Terms of Reference for GET Meetings

Purpose of meeting

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

- 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
- 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 three working days in advance of the GET meeting
- The GEH will circulate brief notes and key decisions/actions within two 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. Proposed templates and approach are attached at Annex A to this paper.
- 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