

University Executive Team

Terms of Reference 2018/19

Delegated Authority and Purpose	To be the executive body with ultimate decision-making authority for the University in the areas of responsibility assigned to the Vice-Chancellor under articles 4.2 (a-f) in the <i>Articles of Government for Bournemouth University</i> .
Main responsibilities	<ol style="list-style-type: none"> 1. To develop the strategy for the University and assure the Board of its delivery. 2. To set the boundaries for strategic development and the framework for operational delivery. 3. To set the agenda for the University. 4. To determine process, priorities and cultural tone. 5. To monitor progress and manage performance. 6. To manage risk and undertake horizon-scanning. 7. To approve the use of contingency funding and significant material variations to the in-cycle budget.
Duration	Permanent
Chair	Vice-Chancellor
Deputy Chair	Deputy Vice-Chancellor
Membership	<ol style="list-style-type: none"> 1. Vice-Chancellor 2. Deputy Vice-Chancellor 3. Pro Vice-Chancellor (Research & Innovation) 4. Pro Vice-Chancellor (Global Engagement) 5. Chief Operating Officer 6. Director of Finance and Performance <p>No substitutes are permitted. It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.</p>
Quorum	50% engagement (either in person or by distance)
Usual Number of Meetings	Three per month
Reporting Line	n/a
Minutes	Approved minutes (with redactions where appropriate) published on staff intranet
Sub-committees	University Leadership Team
Publication of papers	Would not normally be circulated beyond UET
Notes	n/a
Review cycle for Terms of Reference	Annual, or earlier as required. Next due for review January 2019.