

External Relations Committee – Terms of Reference

2023-24

Parent body

Council

Purpose

The Committee is responsible for areas relating to the College's non-academic external relations.

Equality and diversity shall be central to all aspects of its discussion and decision making to ensure that Council's commitment to equality and diversity is realised.

Terms of reference

Authority

The committee has delegated authority from Council to monitor and review strategy pertaining to external relations.

Duties

1. To take an overview of strategy relating to:
 - a. Marketing, Brand and Communications
 - b. Alumni Relations
 - c. Fundraising
 - d. Business and community engagement
 - e. Public Affairs
2. To receive regular reports concerning operational progress in relation to the above strategy and to monitor their progress.
3. To receive regular reports from the Careers Service Department concerning its links with external organisations.

4. To oversee specified projects (as advised by the Chair of Committee and Council).
5. To monitor the overall success of the above and to advise Council accordingly.
6. Where members of the Committee have specific expertise, to provide advice and guidance on appropriate additional activity in relation to effective external relations and to support and enhance that activity.

Meetings

1. Elected or appointed members of committees other than students shall serve for a period of three years and be eligible for reappointment for a second and final term.
2. Members shall receive an induction to working on the committee before attending the first meeting.
3. The committee shall have three meetings every academic year, which will be timetabled on an annual basis and will take account of the schedule for Council meetings to ensure appropriate reporting.
4. The minutes, agendas and papers for each meeting shall be sent to members at least seven days in advance. Only exceptionally and with the agreement of the Chair will papers be tabled at meetings.
5. The quorum shall be the greater of one third of the total membership, not counting vacant places, or three members; in all cases it should include at least one external member.

Reporting

1. The Committee regularly reports to Council by circulating minutes of each meeting and by producing annual reports pertaining to the College's non-academic external relations.
2. The Committee receives regular reports from College staff responsible for enterprise and student employment.

Members

| Composition | Member | Term |
|---|-----------------|-------------|
| An independent Chair appointed by Council | Andrew Laurence | to 2026 eot |
| Pro-Warden appointed by the Warden | vacancy | |

| Composition | Member | Term |
|---|------------------------|-------------|
| Acting Chief Operating Officer | Imran Chugtai | ex officio |
| Director of Alumni and Development | Alison Woolley | ex officio |
| Director of Communications, Marketing and Recruitment | Dr Stephen Lake | ex officio |
| Head of Civic Engagement | Dr Michael Eades | ex officio |
| 3 academic members, being one from each of the Schools at the time of appointment | Dr Chris Brauer (PSST) | to 2025 |
| | Dr Berta Joncus (A&H) | to 2026 eot |
| | Vacancy (C&S) | |
| Two Sabbatical Officers of the Students' Union, or, in default, a delegate with the approval of the Committee | Isabelle Tarran | to 2024 |
| | Victoria Chwa | to 2024 |
| Up to four additional places to be filled by an independent, staff or student member at the discretion of Council | vacancy | |
| | Ben Morton-Wright | to 2026 eot |
| Secretary | Matthew Brooks | |

eot – end of term

VERSION CONTROL

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|----------------------|-------------------|--------------------------------------|
| Full revision of ToR | September 2023 | Governance Secretariat |
| Approval | 20 September 2023 | Nominations and Governance Committee |
| Approved | 4 October 2023 | Council |
| Updated membership | 25 March 2024 | Governance Secretariat |