

Council for the Defence of British Universities

Executive Committee

Terms of Reference

These Terms of Reference and their execution shall be subject to annual review by the Executive Committee at the January meeting and are subject to ratification by the Trustees.

The role of the Executive Committee (EC) is to run the affairs of CDBU on a day-to-day basis. The EC is responsible to the Trustees of CDBU.

The EC shall submit an annual report on its activities to the Trustees, who will, after the EC has dealt satisfactorily with any queries the Trustees may raise, release the report (amended if necessary) to the membership at large, for discussion at the AGM.

The EC shall consist of a Chair, Deputy Chair, Membership Secretary, Treasurer, Company Secretary, and between 13 and 21 ordinary members who should represent the diversity of the sector with respect to their personal and professional background.

All members of EC must be members of CDBU.

The Chair and Deputy Chair shall be elected by the EC and shall serve for a term of three years, each with the possibility of an extension for a further year.

The Membership Secretary, the Treasurer and the Company Secretary shall be appointed by the Chair and Deputy Chair, subject to ratification by the EC and with the agreement of the Trustees, and shall each serve for a term of three years, with the possibility of extension for a further year.

The Membership Secretary shall have responsibility for working within data privacy regulations.

Terms. Members also serve for a 3-year term with the possibility of renewal for one further term. Once a member's term of service has come to an end, they shall not normally be eligible for re-election until one year has passed. Exceptionally, after two terms of service, members of the EC may continue to serve on an annual rolling basis at the request of a majority vote by EC.

EC Duties. Members are expected to bring ideas and initiatives, to take part in activities and campaigns, seek or provide contributions for the blog and other sections of the website and to attend meetings. If three meetings are missed in succession by a member they will be asked by the Chair whether they are able to continue.

New Members. A call for new members will be issued annually. In order that the EC resemble the profession as closely as practicable, the call will sometimes be restricted to under-represented groups, defined by sex or gender, ethnic background, career seniority, academic discipline, or type of HEI. The EC may co-opt new members by agreement when vacancies arise during the year.

Timing of elections. The election of Ordinary Members of the EC shall normally take place in the spring. The election of the Chair and Deputy Chair shall normally take place in the autumn.

Appointment of accountants/auditors. The EC shall appoint accountants or auditors to make annual reports to members and to Companies House and HMRC in accordance with the requirements of Company Law.

Meetings. The EC shall meet at least three times per year, either in person or by electronic means. In between meetings the EC may conduct business electronically, at the discretion of the Chair and Deputy Chair.

Decision-making will usually be by consensus. Where consensus cannot be determined a majority vote of members present at the meeting will normally determine the outcome. The CDBU follows a version of Robert's Rules, which is appended to these terms of reference.

Approved by Executive Committee 29 January 2024