

Council for the Defence of British Universities (CDBU)

Executive Committee

Terms of Reference

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. These Terms of Reference and their execution shall be subject to annual review by the Trustees. 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 up to 13 additional members ('Ordinary Members'). All members of the EC should be members of CDBU.

The Chair shall be elected from among the members of the EC by the other members of the EC and shall serve for a term of three years, with the possibility of renewal for one further term.

The Deputy Chair shall be elected from among the members of the EC by the other members of the EC and shall serve for a term of three years, with the possibility of renewal for one further term.

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 to the agreement and confirmation of the Trustees, and shall each serve for a term of three years, with the possibility of renewal for one further term.

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

The Ordinary Members shall be elected by the members of CDBU, for a term of three years. The EC shall have power to co-opt Ordinary Members in order to fill casual vacancies. One third of the Ordinary Members shall retire annually in order of their seniority of election and shall not normally be eligible for re-election until one year has passed. As between members of equal seniority, those to retire shall, in default of agreement, be determined by lot.

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.

Approved by Executive Committee 31 March 2021