

External Relations Committee – Terms of Reference

2024-2025

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
Deputy Vice Chancellor appointed by the Vice Chancellor	Vacancy	
Chief Finance and Infrastructure Officer	Imran Chughtai	ex officio
Director of Alumni and Development	Alison Woolley	ex officio

Composition	Member	Term
Director of Communications, Marketing and Recruitment	Dr Stephen Lake	ex officio
Head of Civic Engagement	Dr Michael Eades	ex officio
Two academic members, being one from each of the Faculties at the time of appointment	Dr Chris Brauer	to 2025
	Dr Rick Crownshaw	to 2027
Two Sabbatical Officers of the Students' Union, or, in default, a delegate with the approval of the Committee	Shada Abdalqader	to 2025
	Nour Matar	to 2025
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	Philip Henry	

eot – end of term

VERSION CONTROL

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
Updated membership	October 2024	Governance Secretariat
Updated membership	December 2024	Governance Secretariat