

Bournemouth University Board

Elected Professional & Support Staff Member

Election 2014

Information for Candidates and Nominators

What is the University Board?

Members of the University Board are Charity Trustees and responsible for the determination of the educational character and mission of the University and for oversight of its activities. The Board's governance functions include overseeing the strategic development of the University, ensuring the effective and efficient use of resources, the solvency of the University and safeguarding its assets. The Board approves the University's Vision & Values, the fees framework and fair access proposals as well as high level budgets, the five-year financial plan and the annual published accounts.

The activities and responsibilities of the Board are defined by the Articles of Government for Bournemouth University and its Statement of Primary Responsibilities. These are available on the Staff Intranet at <https://intranet.bournemouth.ac.uk/Committees/default.aspx> together with published minutes of previous meetings.

The work of the Board is supported by a number of sub-committees to which it delegates authority for certain matters.

Who are the Members of the University Board?

The University Board has up to 25 members at any one time including the Vice-Chancellor and some other members of the University Executive Team. In addition to the 15 Independent members - who are non-BU staff drawn from a variety of fields including industry and commerce, education and the public sector - the SUBU President and 3 staff members offer an insight into the daily life of BU to assist with decision making. The Board believes that having staff and student members provides an invaluable source of institutional information, reinforces collegiality, and ensures that the governing body takes into account the realities of organisational life.

Although elected by their colleagues, the role of the staff member is not to 'represent' a constituency, but to offer your own insight into issues as you see them and to exercise collective responsibility with your fellow Board members.

All Board members bring their individual expertise to the University's decision making process and, as with all other members of the Board, the elected staff members are legal trustees of the University contributing towards the running of the University at the highest level of the decision making process.

All members, including staff members, are normally appointed for a period of three years and, in line with best practice, can stand for re-election for only one further term.

Full details of the current membership are available on the BU website at http://www.bournemouth.ac.uk/about/people_at_bu/key_people/board_members.html

Why become a Board Member?

Being a member of the University Board will help you gain a better understanding and appreciation, at the most strategic level, of the overseeing of a HE institution and at the same time make a real and valued contribution to some of the most important long term decisions it makes. It is an excellent opportunity to find out what goes on at the top level across a wide-range of University activities, to contribute to the development of the University at a very exciting time, and to gain experience at the most senior level.

The ideal candidate will have a passion for, and commitment to, the University and welcome the opportunity to steer its future. Don't worry if you have never held a similar position before, training and mentoring will be provided.

What is the Time Commitment?

Board meetings are currently held five times a year and all members are expected to attend these. Board meetings are generally held on Friday mornings and last around 3-4 hours. As well as the meeting itself you will need to set aside time to read the papers in preparation. From time to time you may be invited to join a sub-committee or working group which would also require time for preparation and attendance.

A Board dinner is normally held the evening before the Board meeting and lasts around three hours. These offer the opportunity to meet fellow Board members and members of the University Leadership Team in a less formal setting and to hear a presentation on a relevant 'hot topic'. You will also be invited to attend ceremonial events, such as the Graduation Ceremonies, and occasional VIP visits and other corporate events.

As well as Board activities, you will be invited to occasional CPD sessions (including a short induction session) held at the university. Attendance at some one-day courses in London run by the Leadership Foundation for Higher Education is also recommended for new members.

How Does the Process Work?

To stand for election you need to be nominated, and seconded, by two other members of Professional & Support Staff (you may not nominate yourself). Once the nomination period has closed (see 'Timescales' below) the Board's Nominations Committee will have the opportunity to informally interview any candidates prior to proceeding to an election, with due regard to the role description for Board members. On-line elections will then be held with the details of candidates and their election statements circulated to all Professional and Support Staff who will be invited to vote for their preferred candidate. The candidate with the most votes at the end of the election period will then be appointed by the Board at its meeting on 28th November 2014. In the event of a tie the arrangements set out in the Committee Policy & Procedures (Section 13.7) will apply.

I'm interested but would like more information before deciding whether or not to stand for election.

Please contact the Clerk to the Board (Deborah Wakely) at BoardClerk@bournemouth.ac.uk in the first instance. If you would like to hear first-hand what being a staff Board Member is like, we can put you in contact with one of the current staff Board members.

I would like to stand for election as a Staff Board Member – What Next?

1. Discuss your interest with your line manager and identify how you would fit your work around your Board duties should you be appointed. If you are elected the University will give you time off during the working day to attend meetings but does not pay TOIL or overtime for events that occur outside working hours.
2. Find a member of the Professional & Support Staff who is willing to nominate you and someone else who is happy to second the nomination. It doesn't matter which roles your proposer and seconder have as long as they are on a Professional & Support Staff contract.

Complete the nomination form and get it signed by your nominator and seconder. Make sure you sign it too as it won't be accepted without all three signatures. The deadline for submitting completed nomination forms to the Clerk to the Board (scanned pdf by email to BoardClerk@bournemouth.ac.uk or

hard copy to the Board Office P523 Poole House) is 4pm on 3 October 2014 and late or incomplete forms will not be deemed eligible. The nomination form and Board Members role description can be found on the Staff Intranet at <https://intranetsp.bournemouth.ac.uk/Committees/board/default.aspx>.

Timescales

Nomination period: 22 September to 3 October 2014.

Election period: 22 to 29 October 2014.

Contacts

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