

Diversity Committee Work Schedule 2018-19

This includes:

- A. Terms of Reference for the Diversity Committee**
 - B. Key Projects for 2018-19**
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A. Terms of Reference for the Diversity Committee

The Terms of Reference for the Diversity Committee are as follows:

The Diversity Committee comprises those in a leadership role in a business school and/or experts in diversity in organisations. The Diversity Committee reports to the Chartered ABS Council. The Diversity Committee will define and deliver on key projects as outlined in the objectives set below. The Chair of the Diversity Committee is appointed by the Chartered ABS and endorsed by the Chartered ABS Council. The Chartered Association of Business Schools recognises that commitment to diversity supports social justice, responsible management and successful business.

The purpose of the Diversity Committee is:

1. To provide guidance to the Council of the Chartered ABS to support the diversity agenda within UK business schools;
2. To increase awareness to diversity issues in business schools;
3. To have a positive impact by developing commitment to diversity initiatives which support colleagues and students and which influence careers, research and programmes in business schools;
4. To provide a forum for the exchange of ideas and good practice, where this is mutually beneficial and does not compromise any institution's individual corporate goals;
5. The Diversity Committee in conjunction with Chartered ABS, initiates and oversees activities which include the Diversity Impact Workshop and such other programmes as agreed with Chartered ABS;
6. Diversity Committee members act as institutional representatives (unless alternatives are advised) to assist the Chartered ABS in preparing responses to national consultations. When receiving requests for institutional submissions, they are responsible for allocating responsibility to respond as appropriate within their institution;
7. Diversity Committee members may be asked to represent the body at appropriate forums e.g. Chartered ABS Council with an annual update of progress;
8. The Diversity Committee will normally meet two times a year, or more often if necessary. It will report to the Council of the Chartered ABS

B. Key Projects for 2018-19

- i. To consider the impact of ethnicity and social mobility within business schools and how issues might be addressed.
- ii. To continue to measure and assess the impact and integration of the Chartered ABS principles on diversity, inclusion and equality.
- iii. To look into the implications of the Race Equality Charter for business schools and how best to support its promotion in the sector.
- iv. To collaborate with the main business school accrediting bodies on diversity.

Diversity Committee Membership Criteria 2018-19

What are we looking for

- To qualify for consideration to join the Diversity Committee, your business school must be a member of the Chartered Association of Business Schools;
- You will need to be a diversity expert and/or in a leadership role within a business school;
- You will have a willingness to contribute enthusiastically at a national level to the development and understanding of the importance of equality and diversity in a business school context;
- You will be able to commit to a term of three years. This can be renewed for three further years;
- To reflect the diversity of business schools, membership will be drawn from as wide a range of institutions as possible e.g. pre and post '92 business schools, and private providers;
- The committee will have regard for how members reflect diversity in business schools.

Requirements of the role

- Attending committee meetings, members who do not contribute and/ or attend regularly may be asked by the Chair to step down;
- To support the Chair and the committee, particularly in those areas in which you have specialist knowledge and experience;
- To provide advice, guidance and support to the Chair and committee members;
- The ability to represent the working group at events and/ or conference, e.g. Chartered ABS Diversity Workshop, and the Chartered ABS Annual Conference;
- To be considered for term of office as Chair;
- To contribute to the annual work schedule of projects;
- To act as a coordinator and support to the wider Chartered ABS community.

Time Commitment

There will be a minimum of two meetings per year, currently at the Chartered Association of Business School offices located at **3rd Floor, 40 Queen Street, London, EC4R 1DD** (unless otherwise stated). The meetings generally last no more than two hours. On occasion, you may be expected to participate in other working groups, events and meetings as required by the Chair (this may be conducted virtually).

Remuneration

This role is not remunerated by the Chartered ABS and all expenses, e.g. travel to meetings, will need to be supported by your own institution.

Application Process

Applications should be made to the Committee Secretary and should include:

- A letter of application outlining the skills and experience you can bring to the committee and your fit with the membership criteria;
- Your Curriculum Vitae;
- A letter of recommendation from your Dean/Head of School in support of your application.