

## Chartered ABS Committees and Committee Membership Criteria

The Chartered ABS uses a committee structure to help develop the strategy in particular interest areas.

### Current committees

- Research
- Learning, Teaching and Student Experience
- Professional Managers
- Executive Education
- International
- Diversity
- Scottish

### 1. Purpose of committees

- I. To act in an advisory capacity to help the Chartered ABS review its work and develop an agenda in each particular specialist area that may feed in to the Chartered ABS strategic plan.
- II. To help draw up programmes and source speakers for workshops, conferences, development programmes, etc.
- III. To act as champions for the Chartered ABS in particular committee areas, promoting the work of the Chartered ABS to colleagues, representing the Chartered ABS at events, where appropriate and by mutual consent.
- IV. To help formulate and finalise research, thought pieces, policy papers, consultation responses and publications in the particular interest area where appropriate. NB final editing responsibilities lie with the Chartered ABS.
- V. To discuss and formulate ideas for new activities.

### 2. Further notes <sup>1</sup>

- I. Each committee will have Terms of Reference approved by the Council.
- II. All committees report to Council, providing a progress report at each Council meeting.
- III. Chartered ABS members may nominate representatives to join a committee.
- IV. The Chair and Deputy Chair of each committee will be appointed by the Chartered ABS.
- V. Those appointed Chair will have their three year tenure on the committee extended for the length of the chair role.
- VI. Committee membership should, in every case, reflect the diversity of the Chartered ABS member business schools. Each committee will normally include only one representative from a particular business school.

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<sup>1</sup> As the Scottish Committee is constituted of the deans of Scottish business schools ex-officio, points IV to X in the further notes do not apply to that committee.

- VII. The Chartered ABS is committed to encouraging equality, diversity and inclusion within our organisation and thus in the membership of our committees, where necessary encouraging applications from under-represented groups.
- VIII. Committees, to be effective, should have about 12 members, but no more than 20.
- IX. Where the Chair, Deputy Chair and Chartered ABS staff representative agree that there is a need for additional committee members, a call will be put out via the Chartered ABS for nominations.
- X. The Chair and Deputy Chair, along with the Chartered ABS staff representative, will agree membership of the Committee and will report this to the Council.
- XI. Colleague replacements for committee members will not be permitted except in exceptional circumstances where the Chair and Deputy Chair agree that it is appropriate.
- XII. All appointments will be for a three-year period, which will be renewable once before a compulsory break of at least one year.
- XIII. Committee members are expected to make a contribution to the Chartered ABS activity in their area either through attendance at committee meetings, attendance at related events, speaking on behalf of the Chartered ABS by mutual agreement, promotion of the Chartered ABS and its activities.
- XIV. Committees should meet at least twice per year.
- XV. Failing to attend two consecutive meetings of the committee without the provision of a reason for absence acceptable to the Chair provided in advance of the meeting, or three consecutive meetings regardless of reason, may result in a member being stood down from the committee.
- XVI. The Chartered ABS Council may decide to wind up a committee where there is insufficient interest or lack of fit with Chartered ABS strategy. Where this is the case it will be communicated to any current committee members and published on the website.
- XVII. The Chartered ABS will provide the secretariat for agreed committees.
- XVIII. The principles from these criteria will also apply to working groups established by the Chartered ABS.
- XIX. The Chartered ABS also has a small number of project-based committees, for example the AJG Committee and CMBE Professional Standards Board, which have their own prescriptive terms of reference and these criteria do not therefore apply.

**September 2019**