

## **Executive Education Committee Work Schedule 2019-20**

**This includes:**

- A. Terms of Reference for the Executive Education Committee**
  - B. Key Projects for 2019-20**
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### **A. Terms of Reference for the Executive Education Committee**

The Executive Education Committee is set up and acts in accordance with the [Chartered ABS Committees and Membership Criteria](#).

The Executive Education Committee comprises Directors of Executive Education and other relevant members of staff from Chartered ABS member business schools (unless otherwise agreed).

The Executive Education Committee seeks to:

1. Discuss business school management issues, challenges and opportunities relating to executive education and to advise the Council on policy in relation to these;
2. Demonstrate and champion the work of executive education and how it creates value within the UK business school community and to external audiences including clients, business, government and the wider university community;
3. Promote excellence within executive education;
4. Explore and seek to demonstrate the socio-economic impact of executive education;
5. Develop leaders in executive education; and
6. Maintain a watching brief on the role of executive education in business school accreditation.

### **B. Key Projects for 2019-20**

- i. To continue to deliver executive education symposia for executive education staff in UK business schools, with a symposium in 2020 on value creation in executive education.
- ii. Further to the 2018 report and symposium on Building an Executive Education Team, to make further progress on plans for a professional development initiative in executive education.
- iii. To begin work on investigating the value creation process that executive education delivers for clients and institutions.

## Executive Education Committee Membership Criteria 2019-20

### **What we are looking for**

- To qualify for consideration to join the Executive Education Committee, your business school must be a member of the Chartered Association of Business Schools.
- You will hold a senior role in executive education in your business school/faculty or college with a minimum of three years' experience in such a role.
- 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.
- In considering applications for membership, the Chartered ABS will also have regard to the geographic spread of institutions as well as the ethnic and gender balance of the existing Committee.

### **Requirements of the role**

- Attending Committee meetings regularly. Members who do not contribute and/ or attend meetings three times consecutively may be asked by the Chair to step down from the committee.
- 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.
- Be able to represent the Committee at events and/or conferences e.g. Chartered ABS Executive Education Symposia, the Chartered ABS Annual Conference, or third party conferences.
- To contribute to the annual work schedule of projects.
- To champion the work of the Executive Education Committee in the business school community and to other relevant audiences.

### **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 agreed). The meetings usually take place on a date and time recommended by the Chair of the committee and generally last no more than 90 minutes. On occasion, you may be invited to participate in other working groups, events and meetings as required by the Chair.

### **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 submitted 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/Director in support of your application.
- An organogram showing your position in the organisational structure of your Business School.