

Professional Managers' Committee Work Schedule 2019-20

This includes:

- A. Terms of Reference for the Professional Managers' Committee**
 - B. Key Projects for 2019-20**
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A. Terms of Reference for the Professional Managers' Committee

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

The Professional Managers' Committee comprises School Managers, Heads of Administration and Chief Operating Officers from Chartered ABS member business schools (unless otherwise agreed).

The Professional Managers' Committee seeks to:

1. Discuss business school management issues/ challenges and opportunities and to advise the Council on policy in relation to these;
2. Initiate discussion with and influence relevant external bodies in relation to business school management;
3. 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;
4. In supporting the Chartered ABS, help initiate and provide input to activities related to the sector/discipline specific development of professional managers in business schools which include the Professional Managers' Annual Conference (PMAC) and any development programmes agreed with Chartered ABS.

The Professional Managers' Committee will define and deliver on key projects as outlined in the objectives set out below.

B. Key Projects for 2019-20

- i. To support and develop regional networks of professional management colleagues who can cooperate on addressing shared challenges and share best practice.
- ii. To continue to develop the next stage of the skills and training matrix to include suggestions on the practical use of the matrix, and to evidence these through case studies.
- iii. To pursue relevant areas and opportunities for joined-up working with other Chartered ABS committees and working groups.

Professional Managers' Committee Membership Criteria 2019-20

What are we looking for

- To qualify for consideration to join the Professional Managers' Committee, your Business School must be a member of the Chartered Association of Business Schools.
- You will need to be a senior professional manager in a Business School/faculty or college with a minimum of three years' experience in such a role.
- You will have a willingness to contribute enthusiastically at a national level to the development and understanding of the role of the professional manager 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 1992 Business Schools, and private providers.
- In considering applications for membership, account will be taken of the geographic spread of institutions as well as the ethnic and gender balance of the existing Committee.

Requirements of the role

- To attend 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.
- To be able to represent the Committee at events and/or conference e.g. Chartered ABS Professional Managers Annual Conference, and the Chartered ABS Annual Conference.
- To contribute to the annual work schedule of projects including the professional development programme.
- To champion the work of the Professional Managers Committee in the business school community and to other relevant audiences.

Time Commitment

There will be a minimum of three meetings per year, currently at the Chartered Association of Business Schools offices located at 3rd Floor, 40 Queen Street, London, EC4R 1DD. The meetings usually take place on a Friday starting at 12 noon and generally last no more than three hours. On occasion, you would 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 Chair, submitted to the Committee Secretary and should include:

- A letter of application outlining the skills and experience you can bring to the Committee and you 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.

Outcome of Application Process

Applications will be considered by the Chair, Deputy Chair and Chartered ABS staff representative, and the outcome of the application will be fed back to the individual.