

Senior Managers' Forum

Terms of Reference

Purpose: To provide a forum for the discussion of University strategy, policy and procedures and to create an opportunity for networking with senior colleagues.

Remit

1. To allow discussion of University strategy and policy.
2. To provide a forum for the dissemination and discussion of new procedures and regulations.
3. To provide a forum for the dissemination and discussion of relevant governmental information.
4. To provide a forum for external and internal stakeholders to discuss issues of strategic or operational significance.
5. To create a suitable environment for networking and the exchange of information.

Constitution

Principal
Members of PEG
Associate Deans
Heads of Schools
Director of Services
Directors of Research Centres (non-school based)
Deputy Directors of Finance and Human Resources
Faculty Managers

In attendance:

Member of Governance Services staff as Clerk

Specific Policy Responsibilities

To discuss University strategy, policy and procedures.

Quorum

One quarter of the membership including the Principal or Vice-Principal.

Frequency of Meetings

Five meetings a year: September, November, January, March and June

Reporting Line

Principal's Executive Group

Current Sub-Committees

None

Current Working Groups

None

Minutes

Copies of all minutes will be forwarded to the Principal's Executive Group. Minutes and papers will be held in hard copy in the Senior Vice Principal's Office and electronically on the SMF site on SharePoint.