Terms of Reference – Professional Education, Skills & Engagement Committee

Purpose

The committee will lead on our work to support business schools to be at the forefront of professional education provision, skills policy, and industry engagement. Business schools' activities are shaped by evolving working practices, employer needs, and government policies and funding, at national and regional levels, around skills and economic growth. This committee will support the Chartered ABS and its members to develop solutions and respond to challenges presented by policy, funding, and changes in the professional education market.

Responsibilities

Advocacy - support the Chartered ABS team and its members to:

- understand the implications of skills development and economic growth policy and funding for business schools at a national and regional level
- develop positions and responses to advocate for the role of business schools in delivering national and regional skills development programmes in line with economic growth priorities

Capacity building – work with the Chartered ABS team to:

- identify the development needs of member business schools in their strategic development and delivery of professional education and external engagement to organisations in public, private and third sectors
- develop, plan and deliver viable and valuable activities such as online community meetings, workshops/symposia, development programmes, and conference sessions to support capacity building across the membership

Insights:

- support the Chartered ABS team and its members to build knowledge and insights through gathering and sharing sector insights. This could be through data analysis, blogs and reports.

Membership

There shall be a minimum of 12 and a maximum of 16 committee members, plus representatives from the Chartered ABS Council and executive team. The committee must include:

- A Chair
- A Vice-Chair

- A representative of the Chartered ABS Council
- An executive lead from the Chartered ABS team

Selection Criteria

Individuals should hold a senior leadership position such as Dean, Associate Dean, Director or Head, with strategic responsibility and demonstrable experience in one or more of the following areas: executive or professional education; custom/open/post-experience programmes: government and public funded or corporate sponsored programmes; apprenticeships programmes; and external/business/industry/public sector/third sector engagement.

The following selection criteria will also be considered for joining the committee:

- **Engagement with CABS:** Evidence of prior involvement with CABS initiatives, demonstrating commitment to and understanding of the organisation's work and mission.

- **Institutional Representation:** Broadening participation across member institutions and avoiding over-representation from any single institution.

- **Institutional Type:** Achieving balance across mission groups and institutional types.

- **Regional and National Representation:** Reflecting the geographical diversity of the UK, including representation from the devolved nations. Staff from International CABS members may also apply.

- **Equality, Diversity and Inclusion (EDI):** Supporting diversity in committee membership to ensure inclusivity and representation of the wider community.

Appointment and Tenure

Appointment of members to the committee will be made via a call out on the Chartered ABS website. The Chartered ABS committee recruitment process will be followed.

The Chair and Vice-Chair of the committee will be appointed by the Chartered ABS CEO, Chartered ABS Council Chair and Chartered ABS Council Representative. A call out will be sent to existing members to express their interest.

The minimum term of office is two years. Members can be invited to serve a maximum of a second term of two years by the Chartered ABS Representative with approval from the Chair and Vice Chair of the committee.

Members who fail to attend three consecutive meetings without reason, will result in the member being stood down by the Chair, Vice Chair, Charted ABS Executive Lead and Council Representative.

Meetings

The committee will meet three times per year. Additional, extraordinary meetings may be called with the agreement of the committee Chair.