

## Terms of Reference for EAUC-Scotland Office Bearer Group (OBG) and Forum

### Introduction

- The EAUC-Scotland OBG and Forum is fully integrated within and bound by the Constitution and Articles of Association of the Environmental Association for Universities & Colleges (EAUC).

### Office Bearer Group terms of reference

#### The OBG aims and objectives are to:

- Provide added value to the core activities of the EAUC by providing a regional focus that is specific to Scotland;
- Encourage and support sustainable development, environmental performance and social responsibility throughout the Further and Higher Education sectors in Scotland;
- Provide a specialist focus on relevant issues by facilitating the exchange of information and the dissemination of best practice informed by those specific Scottish issues;
- Offer guidance and support to the EAUC-Scotland Office in implementing the EAUC-Scotland Strategic Plan and the broader EAUC UK Strategic Plan;
- Report, via the EAUC-Scotland Convenor, to the EAUC Board of Trustees on EAUC-Scotland activities.

#### OBG Organisation and Structure

- The OBG membership is restricted to those institutions within Scotland who are EAUC Members;
- The OBG will consist of two representatives from the Further Education sector and two representatives from the Higher Education sector (totalling four members);
- A minimum of two shall constitute a quorum;
- OBG members will be elected by Scotland-based EAUC Members at the EAUC-Scotland AGM;
- The OBG will meet approximately every six weeks either virtually or physically on agreement with its Membership;
- A member of the OBG must be elected as the Scotland Convenor at the AGM. Other posts or responsibilities can be agreed by the OBG as required;
- OBG members will serve for a period of two years, with a possible re-election of serving another two years. This will be subject to annual ratification at the AGM;
- If there is a vacancy on the OBG between AGMs, this may be filled by a representative of an EAUC member institution and will be co-opted until the next EAUC-Scotland AGM where they will be subject to re-election;
- Only one EAUC Member per institution is entitled to vote at the EAUC-Scotland AGM;

## Forum Terms of Reference

### The Forum aims and objectives are to:

- Help guide the development of EAUC-Scotland's services;
- Provide a forum for all members to contribute their views;
- Provide input into EAUC-Scotland's activities;
- Reflect members' interest and practice;
- Be responsible for reflecting the interests of local/regional communities where requested;
- Not be a forum for commercial gain;
- Be ambassadors for the EAUC and promote membership of the EAUC.

### Forum Organisation and Structure

- The Forum can consist of EAUC Members, Non-Members and Strategic Partners and any other invited guests that would be relevant to the topics being discussed;
- There are no limits to the numbers on the Forum;
- The Scotland Convenor acts as the Chair of the Forum;
- The Forum can appoint roles and responsibilities, such as secretary, as and when required;
- The Forum will meet quarterly;
- Recommendations from the Forum are taken forward to the OBG and where applicable, will seek approval from the Board of Trustees;
- The Forum may establish such groups and task teams as are necessary to promote the work of the EAUC-Scotland - each comprising at least one member of the Forum.

*[Agreed at Scotland AGM, 27 February 2015]*