

South East Forum Executive

8.5. South East Forum Executive

8.5.1. Membership

Voting members of the Executive will be drawn from Forum's partner Colleges and HEIs and elected by the Forum Council.

Executive members shall be drawn from the Forum Council with the possible exception of the 2 Chairs of the Strategic Advisory Groups *who need not be* Forum Council members. The Governance also allows special dispensation for the Immediate Past Chair to remain on the Executive even if this person is not the Forum Council member for their institution.

The Chairs of the Strategic Advisory Groups should be nominated by their Principals on the basis of their relevant expertise and knowledge. The Forum Council members are there as their Principal's representative, able to speak on behalf of their institution.

Voting members

- Forum Chair
- Forum Immediate Past Chair or Incoming Chair
- Chairs of Strategic Advisory Groups
- 4 other representatives from College and HEI partner institutions.

Non-voting advisory and ex officio members

- Representative from the Host Institution - if not already represented on the Executive Group as a voting member
- Director of the Forum.

The Executive has the right to co-opt as and when appropriate

- Invited stakeholder experts (advisory and non-voting status)

Notes

The Executive members serving as Chairs of the 2 Strategic Advisory Groups shall be drawn from either the College or HEI sectors on the basis of their knowledge

and expertise. There shall be a 50/50 College and HEI balance of the other voting members of the Executive.

Two voting representatives from the same institution are not permitted to serve on the Executive at the same time.

Efforts will be made to represent the geographical diversity of the South East region in the membership of the Executive Group within practical constraints.

The Forum Chair shall serve for two years and one further year as Immediate Past Chair. On the retirement of the Immediate Past Chair, an Incoming Chair shall serve for one year, before taking up the position of Chair for two years.

All other members shall be expected to serve for a period of two years on the Executive Group.

Individuals in receipt of Forum funding used directly to support their project post shall not normally be eligible to serve as College or HEI representatives on the Executive.

8.5.2. Elections

Nominations for voting members of the Forum Executive, including the 2 Chairs of the Strategic Advisory Groups, will be made by Principals of the Forum's partner Colleges and HEIs. The Forum Council will elect voting members of the Executive.

If a voting member of the Executive Group, including the 2 Chairs of the Strategic Advisory Groups, demits during their term, the Principals of the Forum's partner Colleges and HEIs shall be asked to provide nominations and the Forum Council elect a new member. Email shall be used as appropriate.

8.5.3. Remit

The Executive is responsible for:

- implementing the Forum's Strategic Plan on behalf of its partners to deliver on national policies and priorities set by the Scottish Funding Council.

More specifically the Executive is responsible for:

- providing strategic direction and leadership;
- commissioning and approving the financing of programmes within the Forum's aims, objectives and Strategic Framework;
- monitoring budgets on a quarterly basis at a minimum;
- approving staffing resources;
- approving the Forum's Annual Report to the Scottish Funding Council;
- advising on and approving the Forum's Strategic and Operational Plans for recommendation to the South East Forum's Council;
- working with the Scottish Funding Council - *as determined by the Funding Council.*

The Executive is informed by its partners and stakeholders through its Strategic Advisory Groups, plenary and special one-off events in the development of its Strategic and Operational Plans. It is advised and supported by the Forum Director.

8.5.4. Meetings

The Executive shall meet 4 times a year.

8.5.5. Voting

Only College and HEI members of the Executive Group are eligible to vote. Other invited stakeholders/advisors and ex officio members are not eligible to vote.

In the event of an Executive member having a direct and/or institutional interest in the outcome of any decision, that member shall be asked to retire from that part of the proceedings. In the event of a split vote, the Forum Chair shall have the casting vote.

A quorum of more than 50% of voting members is required for business to proceed.