

Committee Member: Candidate information pack

MARCH 2025

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About Independent Higher Education

Independent Higher Education (IHE) is the UK membership organisation and national representative body for independent providers of higher education, professional training and pathways. IHE works to promote, support and enhance the independent HE sector.

As the voice of the independent higher education sector, IHE plays a prominent role and has significant influence in the development and delivery of UK higher education. IHE represents independent providers to government and nominates individuals to roles on key sector boards, groups and committees to champion the innovation and specialism that exists in the independent sector. IHE also works collaboratively with other sector bodies to promote the UK as a leading global centre for education and provides the secretariat for the All Party Parliamentary Group (APPG) for International Students.

Governance Framework

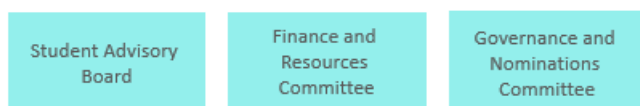
The Board is currently made up of eleven directors, most of whom are the leaders of member institutions. There are three non-member Directors who fulfil specific roles: Honorary Treasurer, Chair of the Governance and Nominations Committee, and Independent Student Board Member. The Committees comprise of a mixture of Board and non-Board Members, and support the Board by getting into the detail of their respective areas of responsibility.



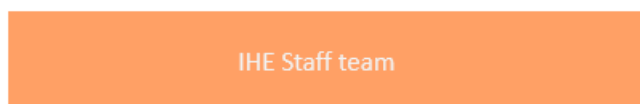
As a collective, IHE's member institutions form the supreme decision-making body, which meets at least once per year to receive the statutory accounts and elect the IHE Board.



Responsibility for most business decisions during the course of the year is delegated to the IHE Board, including the approval of the strategic plan, annual budget and internal (organisational) policy, as well as the monitoring of performance and progress.



The IHE Board has two sub-committees and a Student Advisory Board (SAB), each of which have a specific remit to guide and advise the staff team and Board.



The implementation of the strategic plan, the financial management of the business, and administration of the policy development process are delegated to the Chief Executive and Senior Management Team.

Role description: Member of the Governance and Nominations Committee

IHE's Governance and Nominations Committee (GNC) supports the IHE Board and Chair of the GNC to ensure the good governance of IHE and advise on the development of new policies, structures and membership regulations. The Committee provides advice on the development and overall performance of the Board, as well as advising on the nominations and appointments of members of the Board, committees and other internal and external member roles. The Terms of Reference of the Committee can be found [here](#). As a member of the Committee, you will:

- monitor the implementation and continuing relevance of IHE's constitutional and governance related documents, and make recommendations to the Board for amendments
- oversee the process for Board elections and appointments, including the appointment of the Chair and Honorary Treasurer
- oversee the application process for, and make decisions on, the appointment of member roles, including Staff Network Co-Chairs
- ensure that arrangements are in place for the induction of new Board members and the ongoing development of existing Board members
- ensure that the Board has an appropriate balance of skills, experience and knowledge
- ensure that arrangements are in place for evaluating the performance of the Board as a whole and of individual directors (including the Chair), and of the Chief Executive
- attend every committee meeting unless unavoidably detained elsewhere, and make every effort to attend the AGM, Annual Conference, and one or more of the Staff Networks, including the Governance Forum.

Person specification

To be successful in this role, you will have:

- a commitment to the mission and values of IHE
- a willingness to devote the necessary time and effort
- integrity and a high standard of personal ethics, with good, independent judgement
- strategic vision and the ability to see the bigger picture and consider the future repercussions of decisions
- an ability to think creatively
- a willingness to express your own opinion in a reasoned way, while also listening to the views of others
- an ability to work effectively as a member of a team and to take decisions for the good of IHE in a transparent and accountable manner
- adhere to the [Code of Conduct for Board and Committee Members](#)

For the Governance and Nominations Committee:

- an interest in and understanding of the importance of good governance
- expertise in governance in similar organisations, or law (desirable).

Eligibility

Before taking office, you will need to:

- pass IHE's due diligence checks (see application process below)
- be an employee of an IHE member institution, and be authorised by your employer to stand for election to the Board and to commit the time required to serve effectively.

Terms

Time requirement

We expect that you will need to commit around 4-10 days per year, some flexible but some fixed, divided between:

- Committee meetings (and associated preparation) (Four per year)
- Annual events, such as our AGM, and Annual Conference (we encourage our committee members to attend these events, but it is not mandatory)
- Meetings of our Staff Networks (we encourage our committee members to attend these meetings, but it is not mandatory)

Dates for the diary 2025

15 May 2025 – IHE AGM (London)

4 November 2025 – Governance and Nominations Committee (90 minutes, online)

26 November 2025 – Annual conference (London)

Location

Committee meetings will take place online but you may be asked to attend in-person events from time to time.

Term

Committee Members are appointed for a term of three years, and are eligible for a second three-year term.

Remuneration and expenses

Committee Members are not eligible for remuneration. Your employer will be expected to cover most run-of-the-mill expenses (such as travel and subsistence) as part of the contribution by member institutions to the governance of IHE.

Application process

The Closing date for applications is 9am on **Thursday 10 April 2025**.

Applications must be returned by email, by the above deadline.

Please contact [Alex Proudfoot](#), IHE Chief Executive, if you would like to have an informal and confidential conversation about standing for and serving on the Committee.

TO APPLY PLEASE SEND THE FOLLOWING TO APPLY@IHE.AC.UK

- a completed [Committee Member Application Form](#)
- your CV

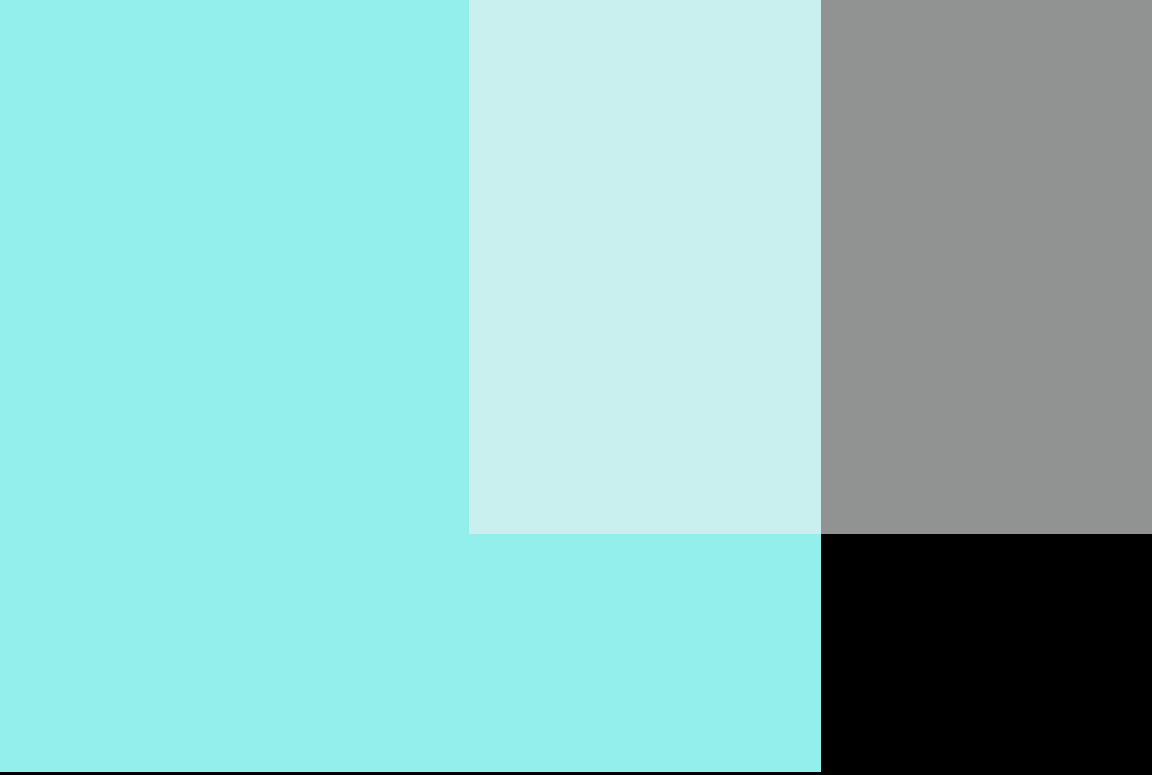
After the deadline, the IHE staff team will be in touch to gather further due diligence information, including declarations of interests, links to other educational institutions, and fit and proper person declarations.

All applications will be considered by the Governance and Nominations Committee, which will then make a recommendation to the IHE Board on any suitable appointment.

All data will be held by IHE in line with GDPR and will not be shared with any third party.

Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply for opportunities unless they meet every single qualification. We want to build a diverse and inclusive organisation, so if you're excited about this role but your past experience doesn't align perfectly with everything in our person specification, please do apply anyway.



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