

Board Member: Candidate information pack

MARCH 2024

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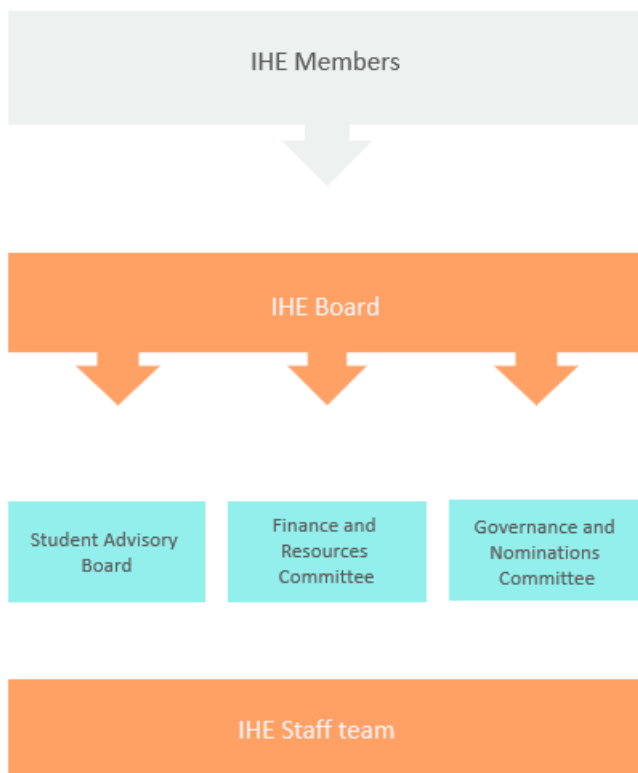
About Independent Higher Education

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 and Role of the Board

The Board is currently made up of ten 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.



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

As a Board Member, you will become a Director of the Company which is a private not-for-profit company limited by guarantee. In practice, this means you will:

- ensure that IHE complies with its governing document (Articles of Association), Rules, company law and any other relevant legislation or regulations
- contribute actively to the Board's role in giving firm strategic direction to IHE, setting overall organisational policy, defining goals and setting targets and evaluating performance against agreed targets
- safeguard the good name and values of IHE and exemplify these values
- ensure that IHE is financially stable and has the necessary financial and human resources in place to achieve its strategic aims and objectives
- protect and manage the property of IHE and ensure the proper investment of IHE's funds
- appoint and support the Chief Executive and monitor their performance
- take decisions in the interests of IHE's members having satisfied themselves that the Executive have provided all the necessary facts and information to do so, in accordance with the Code of Conduct for Board and Committee Members
- represent IHE at meetings with key external stakeholders and at events as requested by the Executive, taking care to reflect current IHE policy
- attend every Board meeting, AGM, and Annual Conference unless unavoidably detained elsewhere
- be an active member of one of the two Committees of the Board (Governance and Nominations Committee or Finance and Resources Committee) and attend each meeting unless unavoidably detained elsewhere.

In addition to these duties, each Board Member should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Board Member has special expertise.

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; from fellow Board members, students, policy makers and government officials
- an understanding and acceptance of the legal duties, responsibilities and liabilities of directorship, as well as the role of the Board within IHE's Governance Framework
- 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.

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 10-15 days per year, some flexible but some fixed, divided between:

- Board meetings (and associated preparation)
- Committee meetings (and associated preparation)
- Annual events, such as our AGM, Annual Conference and two-day Board retreat
- Meetings and events with other sector bodies and government officials
- Meetings of at least one of our staff networks

Dates for the diary

9 May 2024 – IHE AGM (London)

15 and 16 July 2024 – Board strategy retreat (Chichester)

26 September 2024 – Board meeting (morning; online)

26 November 2024 – Annual conference (London)

16 December 2024 – Board meeting (afternoon; London)

Location

Most Board meetings and Committee meetings will take place online but you will be required to attend in-person events from time to time.

Term

Member Directors are elected and appointed for a term of three years, and are eligible for a second three-year term. The Board may, in exceptional circumstances, re-appoint Directors up to a maximum of 9 years' service in total.

Remuneration and expenses

Member Directors 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 11 April 2024**.

Applications must be returned by email (signed and scanned, or digitally signed) to [Alex Proudfoot](#), IHE Chief Executive, by the above deadline.

Please contact Alex if you would like to have an informal and confidential conversation about standing for and serving on the Board of IHE.

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

- a completed [Board Nomination Form](#), including a personal statement (300 words maximum) setting out your potential contribution to the Board
- your CV

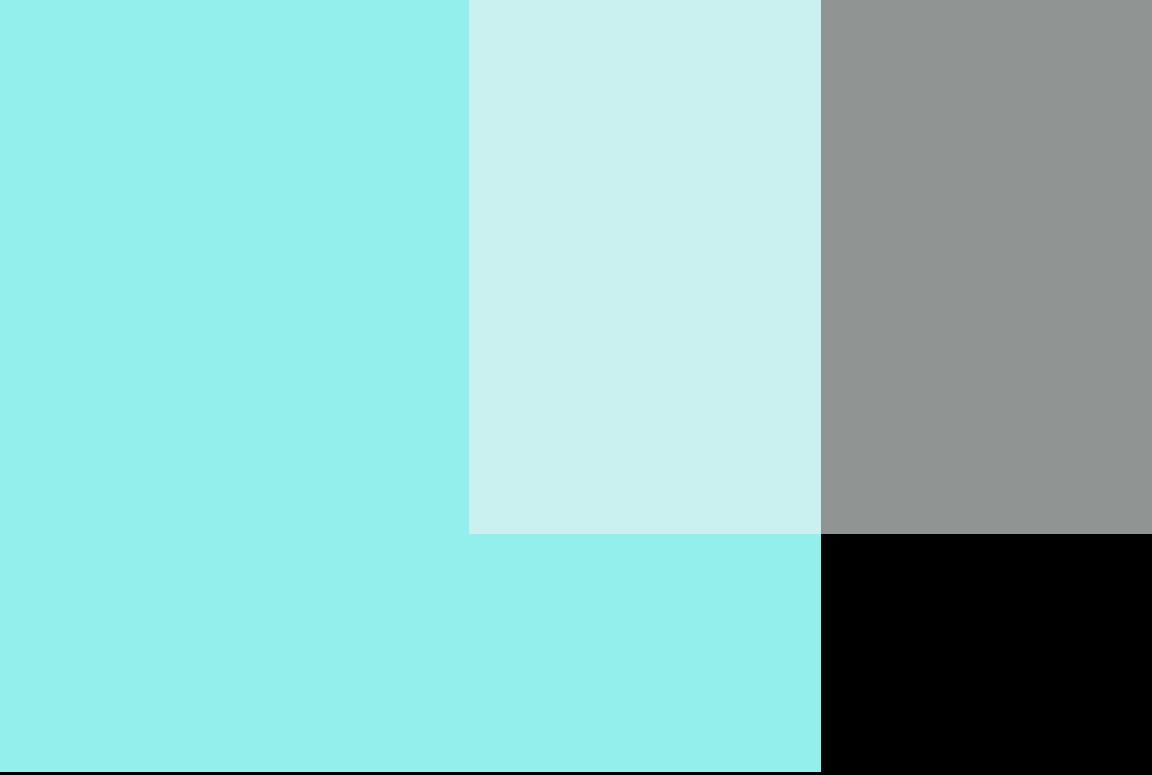
After the deadline, the IHE staff team will be in touch to gather further due diligence information, including declarations of interests, links to other educational institutions, and fit and proper person declarations, as well as a self-assessment of your skills.

In the event of a competitive election, all nominated representatives will be asked to vote in an online ballot after the AGM on 9 May 2024.

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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