

## **Terms of Reference for the Professional Managers' Committee (PMC) and Key Projects for 2023 - 24**

### **Terms of Reference for the Professional Managers' Committee**

The Professional Managers' Committee is set up and acts in accordance with the Chartered ABS Committees and Membership Criteria.

The Professional Managers' Committee (PMC) comprises School Managers, Heads of Administration and Chief Operating Officers from Chartered ABS member business schools (unless otherwise agreed).

The Professional Managers' Committee seeks to:

- i. Discuss business school management issues/ challenges and opportunities and to advise the Council on policy in relation to these;
- ii. Initiate discussion with and influence relevant external bodies in relation to business school management;
- iii. Provide a forum for the exchange of ideas and good practice, where this is mutually beneficial and does not compromise any institution's individual corporate goals; building engagement and community engagement across the sector.
- iv. In supporting the Chartered ABS, help initiate and provide input to activities related to the sector/discipline specific development of professional managers in business schools which include the Professional Managers' Annual Conference (PMAC) and any development programmes agreed with Chartered ABS.

When appointing new members:

- The Committee will make use and maximise the diversity and differences apparent within our Business School community; this includes, but is not limited to: gender, race, skills, experiences, religion, sexual orientation, and other facets of diversity.
- More specific to the Business School community, consideration should also be given to university mission group, geographic location, career stage, career pathways and other facets of organisational diversity.
- In choosing or reviewing membership of the committee, member selection will consider the benefits of having a diverse and inclusive committee. This may manifest itself through active monitoring and recruitment of members from communities that represent one or more protected characteristic(s) and/or selecting members that traditionally are underrepresented in business schools. Where possible, good practice will be reviewed and implemented (e.g. Lord Davies Report on gender representation on boards)
- Where the nature of the committee restricts membership candidature (such as the need to hold specific roles within a business school), the ToR should include the need to consider whether other representative members can be co-opted and should be supplemented with a clear statement on how the committee will engage a diverse range of voices, reflecting the spirit of these membership guidance.
- Attention will be paid to the intersectionality of diverse identities and how this is reflected within the committee and its decisions.

### **PMC Key Projects for 2023 - 24**

The Professional Managers' Committee will define and deliver on key projects as outlined in the objectives set out below.

1. To support and develop regional and functional networks of professional management colleagues who can cooperate on addressing shared challenges and share best practice.
2. To continue with Heads of Professional Services community meetings and set topics for discussion at the meetings throughout the year.
3. To present the findings of the research into Professional Services Models in UK business schools and consider suggestions for further development of that research.
4. To develop a Professional Managers Programme and revisit the skills and training matrix to include suggestions on the practical use of the matrix, and to evidence these through case studies.
5. To pursue relevant areas and opportunities for joined-up working with other Chartered ABS committees and working groups.
6. CABS to conduct research/a survey to consider space utilization in business schools and the use of single occupancy offices.