

Environmental Exchange Advisory Board

Draft Terms of Reference

Membership

The Environmental Exchange Advisory Board will:

- have a minimum of five formal named representatives from the Founding Partnersⁱ and members of the Project Management Teamⁱⁱ
- be chaired by a member of the Advisory Board external to the Project Management Team where possible, secretariat responsibilities to be held by the Project Management Team
- include Founding Partner members from the sector with expertise or significant interest in Environmental and Sustainability issues
- have the power to invite other stakeholders and specialist consultants on a temporary basis as appropriate to the meeting agenda
- have a term of office no longer than the funded period

Any changes to the membership of the Advisory Board will be staggered in order to ensure continuity between meetings.

Role

The Environmental Exchange Advisory Board will:

- contribute to the content of the Environmental Exchange
- assist when necessary with appropriate testing of the Environmental Exchange
- not have any accountability for the project to HEFCE or the Project Board
- champion the project and raise awareness at senior level and across respective end-user networks
- consider the policy context(s) in which the Environmental Exchange is operating and advise accordingly
- provide advice and feedback to the Project Board on its current and future plans for the Environmental Exchange
- receive feedback from the Project Board on how its advice has been acted upon
- advise and assist the Project Board on how it can promote the Environmental Exchange to the sector
- receive information about the outputs and outcomes of the Environmental Exchange project
- provide feedback on the membership of the Partners

Frequency of Meetings and Location

The Advisory Board will:

- meet three to four times a year, at key points in the programme cycle (to be decided)
- meet virtually, when appropriate and possible
- be held in locations that are most convenient for members

Chair

- To be appointed, (a member of the Advisory Board external to the Project Management Team)

The Advisory Board 'Terms of Reference' are to be agreed at the first Advisory Board meeting and thereafter regularly reviewed.

ⁱ The Higher Education Funding Council for England (HEFCE), The University of Staffordshire, EAUC, Universities UK, Guild HE, Higher Education Academy (HEA), JISC, University Safety and Health Association (USHA), Association of University Engineers (AUE), National Union of Student Service Ltd (NUSL), Association of Heads of University Administration (AHUA), University and College Union (UCU), Carbon Trust, Association of University Directors of Estates (AUDE), Association of University Procurement Officers (AUPO), Salix Finance, Sustainable Procurement Centre of Excellence (SPCE), The Energy Consortium

ⁱⁱ Project Management Team: Project Sponsor (Iain Patton), Project Manager (Claire Hanson). See 'Environmental Exchange Project Management Structure' for a full breakdown of the Environmental Exchange management structure.