

Environmental Exchange Project Board

Draft Terms of Reference

As the direct recipient of HEFCE funding, Staffordshire University has delegated its authority to the Environmental Association for Universities and Colleges (EAUC) to lead as the project manager for the Environmental Exchange Project, with day-to-day responsibility for the development and delivery of the mechanism.

Membership

The Environmental Exchange Project Board will:

- have a named formal representative from HEFCE, Staffordshire University, EAUC and two representatives from the project Advisory Board
- be chaired by a member of the Project Board external to the Project Management Teamⁱ where possible, secretariat responsibilities to be held by the Project Management Team
- include two members of the Advisory Board, from the sector, with expertise or significant interest in Environmental and Sustainability issues; as representatives of their Founding Partner organisation
- 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 Project Board will be staggered in order to ensure continuity between meetings.

Role

The Environmental Exchange Project Board will:

- meet quarterly to discuss project progress, risk, issue and change management and to agree strategic direction for the project;
- inform the development of the Environmental Exchange strategic plan, advise on the delivery of the implementation plan, the project scope and milestones
- resolve strategic and policy issues
- assist in prioritising project goals amongst competing project demands
- be responsible for key project direction decision making beyond the Project Management Plan (PMP)
- be responsible for key financial decision making beyond the PMP
- safeguard the principles and approach to how the project is delivered
- receive feedback and advice from the Advisory Board

- champion the project and raise awareness at senior level and across respective end-user networks
- agree the appointment of any new project Partners

Quorum and Voting

There is a quorum if there is a minimum of three members present from different organisations, excluding the secretary.

- Every decision may be determined by a simple majority of the votes cast at a meeting
- Except for the chair of the meeting, who has a second or casting vote, every Board member has one vote on each decision
- Non-Board members may attend Project Board meetings or engage in Project Board discussion but only Project Board members retain a vote on decisions.

Frequency of Meetings and Location

The Project Board will:

- meet quarterly
- meet virtually, when appropriate and possible
- be held in locations that are most convenient for members

Chair

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

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

ⁱ 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.