



Dear EAUC Member

I have pleasure in sending you papers for our forthcoming AGM. It will be held at 13:30am on Wednesday 20 June 2018 at Keele University.

With this mailing are the following supporting papers:

- [AGM Procedures](#)
- [AGM Agenda](#)
- [Minutes of the last AGM](#)
- [Retirement of Trustees](#)
- [Resolution Paper AGM18-01](#) – Election of 2 Board Members who will act as Company Directors and Charity Trustees
- [Resolution Paper AGM18-02](#) – Election of a Recommended Co-opted Board Member who will act as Company Director and Charity Trustee
- [Special Resolution Paper AGM18-03](#) – Amendments to the Articles
- [Special Resolution Paper AGM18-04](#) – Change of Company Name
- 2017 Annual Trustee Report and Financial Statements can be viewed at www.eauc.org.uk.

Please note:

We ask that Members raise substantive questions by email to the Company Secretary at fgoodwin@eauc.org.uk by Monday 4 June 2018. This will allow the Trustees to prepare a full and informed response.

AGM Procedures

Below is information to assist Members with the procedures of the AGM. Full details can be found in our Memorandum and Articles of Association at http://www.eauc.org.uk/eauc_governance

Who can attend?

Anyone can attend an AGM but only Educational Members can vote. Company Members, Strategic Partners and non-Members are not allowed to vote. Each Educational Member institution can have one representative to vote.

How many Members need to attend?

We need to have a minimum number of Members to attend (a quorum) - we must currently have 25 or one-tenth of all Educational Members (19 – current Members as of 22 May 2018 is 183) entitled to attend or by proxy – whichever is the lesser. So we need at least 19 Member representatives attending or by proxy to hold the meeting otherwise the meeting has to be adjourned.

What is the purpose of the AGM?

At the AGM you will receive the Annual Trustee Report & Accounts. When required you will accept retired Trustees, elect new Trustees and appoint the auditors. It is an opportunity for the Board and

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Members to discuss any other business required. Items that require a vote from Members are called Resolutions.

How do I vote?

At AGMs there will be areas that we require Members to vote on (Resolutions). Each Resolution will be put to a vote by the Chair. Proxy voting is undertaken online prior to the AGM using Electoral Reform Services.

Each Member institution has been contacted to nominate their voting representative and voting details have been sent to that person to vote, by proxy, prior to the AGM online. Voting can also take place in person at the AGM if the voting representative has not already voted by proxy online. The voting representative will be provided a voting card upon registration and verification. The voting cards will be added to the online proxy voting results by an independent scrutineer and the results will be declared at the AGM by the Chair.

Can I vote online?

Yes, you can vote online by using the Electoral Reform Services system by proxy. You can either declare your decision or nominate someone to vote on your behalf who will be present at the AGM or the Chair. We asked Members who their voting representative would be and all Member key contacts or appointed representatives have received an email from Electoral Reform Services with secure voting instructions on how to do this.

Why are you using Electoral Reform Services?

Electoral Reform Services (ERS) is the UK's leading independent ballot supervisor and expert in the administration of electronic voting. They provide a very reasonably priced service to the charity sector for this purpose. In order to ensure the voting is undertaken transparently and fairly there will be a scrutineer from ERS at the AGM. They will register all those physically present at the AGM and assign voting cards for those eligible to vote – i.e. one representative from an Educational Member and verify if they have already cast a vote online. Only those with voting cards at the AGM will be counted and added to the online votes. ERS will then combine the votes and confirm the results which will be announced at the end of the meeting.

If you require any further information please contact the Company Secretary, Fiona Goodwin, at fgoodwin@eauc.org.uk.



The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

20 June 2018 – 13:30 at Keele University

Agenda

1. Welcome and Apologies
Janet Haddock-Fraser, Chair
2. Approval of Minutes of 2017 AGM
3. Retirement of Board Members who will act as Company Director and Charity Trustee
4. **Resolution Paper AGM18-01** – Election of 2 Board Members who will act as Company Directors and Charity Trustees
5. **Resolution Paper AGM18-02** – Election of a Recommended Co-opted Board Member who will act as Company Director and Charity Trustee
6. **Special Resolution Paper AGM18-03** – Amendments to the Articles
7. **Special Resolution Paper AGM18-04** – Change of Company Name
8. Review of the Year - 2017 Annual Trustee Report & Accounts, followed by questions
Iain Patton, CEO & Janet Haddock-Fraser, Chair
9. Vote Results
Janet Haddock-Fraser, Chair
10. Any other business and close

Only Educational Members are entitled to vote at Annual General Meetings. The voting right of Member institutions may be exercised by one representative only.

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2. Minutes of 2017 AGM

Annual General Meeting Minutes

30 March 2017 – Lancaster University

Chair – Wendy Purcell (WP)

A copy of the presentation and papers can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

WP welcomed Members to the AGM as Chair and introduced the Board of Trustees and noted that she was chairing the meeting given that the Chair of the Board, Janet Haddock-Fraser (Manchester Metropolitan University), and Deputy Chair, Simon Kemp (University of Southampton) had both sent their apologies for absence.

Apologies were also received from Trevor Humphreys (University of Surrey) and Lydia Meryll (University of Manchester).

Any other business was to be raised prior to the meeting and none had been raised.

2. Approval of Minutes of 2016 AGM

No issues were raised and the minutes were approved.

3. Retirement of Board Members who will act as Company Director and Charity Trustee

WP confirmed that Roger Bond (University of East Anglia) will retire from the Board as a Director and Trustee as of this AGM having served a maximum term of 5 years. WP expressed thanks on behalf of the Board and EAUC Members to Roger for his excellent contribution over the years. Within the year Kenneth Amaeshi (University of Edinburgh) stepped down from the Board on 31 January 2017.

WP also reported that Janet Sanders (Aberystwyth University) stepped down as Wales Branch Convenor and Angus Allan (South Lanarkshire College) stepped down as Scotland Branch Convenor. WP expressed thanks on behalf of the Board and EAUC Members to Janet and Angus for all their hard work.

Given these changes, the Board has two vacancies to fill on the Board of Trustees.

4. Resolution Paper AGM17-01 – Election of Board Members who will act as Company Director and Charity Trustee

For one position, the Board is particularly looking for someone from campus operations or professional services, such as Director of Estates or similar. All nominees are to be ideally at Director/Senior Management/Deputy level. As well as previous Board experience, the Trustees welcome out of sector experience as well given the broader perspective this brings. We received





two nominations for this vacancy. Members may vote for one candidate only and you have to vote with Electoral Reform Services.

5. Resolution Paper AGM17-02 – Election of Board Members who will act as Company Director and Charity Trustee

For the second position, the Board are particularly looking someone at a senior management level such as Pro Vice-Chancellor or Deputy Principal with an academic background. We received three nominations for this vacancy. Members may vote for one candidate only and you have to vote with Electoral Reform Services. Members also had the opportunity to vote online prior to the AGM. The results of the online voting and the votes taken at this AGM will be announced at the end of the meeting.

WP expressed thanks on behalf of the Board and EAUC Members to all nominees for their interest and noted that it was so good to see such energy and enthusiasm from our members to serve.

6. Review of the Year – 2016 Annual Trustee Report and Accounts – Presented by Iain Patton and Andrew Hewett

WP handed over to Iain Patton (IP), CEO, to go through the Annual Trustee Report. IP highlighted activities of the year which included:

Member Data

- We currently have 204 educational members and have a very positive renewal rate of 92% which we think represent the value in membership.
- We continue to grow and diversify the membership.

Networking

- We have dynamism in terms of ways to connect through Community of Practice groups and regional/country groups.
- We have welcomed 2 new regional groups in the year – Yorkshire & Humber and South West England.
- We have launched 2 new Community of Practice groups – Living Labs and Waste.
- We have new staff to support the groups to facilitate local networking.
- Delighted to announce the formation of an Ireland Branch.
- If members have any ideas for networking groups then please get in touch.

Member Value

- With support from the United Nations Environment Programme (UNEP) we updated the Biodiversity guide and Sorted guide. Both guides have lots of hands on advice and case studies. The Sorted guide brings specific help to Further Education in hard times of mergers and challenging funding.

Member Impact

- In 2016 we developed leadership programmes both for executives and emerging leaders. The Driving Sustainability Leadership Programme aimed at executives was inspired by Leith Sharp at Harvard University. This open source material brings new language and new models of change for leaders.

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- The Leadership category for the Green Gown Awards is also feeding into the leadership programme. The Green Gown Awards open on 24 April.

Member Innovation

- The Sustainability Exchange now has nearly 5000 resources and 45 partners. We welcomed new partners, Student Hubs, Re:New, Southern Universities Purchasing Consortium and Enactus.
- It has been a busy year for Scotland with mandatory reporting and the team have been supporting institutions with this and analysing data,
- 70% of members have accessed LiFE.
- Delighted to announce that we have secured 3 years of funding from Scottish Funding Council and this will be supporting all institutions in Scotland. Well done to the Scotland team for securing this funding.

IP handed over to Andrew Hewett (AH), Treasurer, to provide an overview of the Annual Accounts. AH highlighted the following areas:

- Last year we made a loss of £22,588 which sounds more serious than it is. The Board agreed to spend £22,060 out of reserves. This covered the costs of the transfer of staff from the University of Gloucestershire to employment by EAUC, the strategic review and the membership of the Aldersgate Group. When those are taken into account it is a loss of just over £500.
- 47% of unrestricted expenditure is on staff costs.
- Income diversity is important and 30% of income comes from membership, 21% from the annual conference, 18% from products and services, 4% from training and 27% from public funds which is the Scottish Funding Council funding.
- We have £120,471 of free reserves which the Board can use as they see fit and the finances are in a reasonable position.

The floor was opened for questions and comments on the Annual Report and Accounts. No questions were raised.

7. New Strategic Plan – 2017 - 2021

WP introduced Iain Patton and Andy Nolan (AN), University of Nottingham to present our new strategy.

IP outlined that we brought in a very effective not-for-profit governance advisory organisation called Caplor Horizons. A Strategy Working Group was set up with a cross section of members, board and staff as a task and finish group. This approach worked very well and we will use this model for future tasks. IP outlined that when the group arrived at the set of 'beliefs' it was evident that our scope is bigger than the institutional level given that education has such a powerful societal role. Our values show the power of collaboration in that we are effectively an empowering movement.

AN outlined that along with himself and volunteers from the Member Advisory Council, Mark Durdin (Cardiff University) and Grant Anderson (Nottingham Trent University), the message to the Board from members was to be bolder and more ambitious. The transactional activities were being done well but more strategic vision was required. This resulted in 6 goals:

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- **Strategic Alignment:** AN outlined that it is a challenge to justify member fees every year when senior leaders may not recognise directly the value. As such, we need to be clearer about how we support wider objectives of the institution such as employability, research, quality teaching, student experience, internationalism, efficiency, social responsibility, retention and growth. IP outlined what our role is and how we will deliver this through the Living Labs programme, to connect what exists already with learning and research; through the executive and emerging leadership programmes and through the role of cities and regions.
- **Impactful Advocacy:** a greater voice at the societal level. AN outlined that this is to give us a stronger voice as it is hard to do so as a lone institution. The collective voice is more impactful. We need to influence government and other stakeholder groups. IP outlined the implementation is just starting with a call for volunteers to join the Advocacy Steering Group and working with another not-for-profit organisation called The Pressure Group. We also are building our relationships with employers through the Future Business Council to bring together leaders in education and leaders in industry.
- **Knowledge Exchange:** AN outlined this is maintaining and enhancing the firm foundations of what we already do both nationally and internationally. We plan to find better ways to share best practice and develop areas not yet engaged in. IP outlined that we have started the research programme with post-graduates and will soon be launching the Living Labs programme and Ellie Appleton's research on staff and organisational structures.
- **Building our Resources:** AN outlined how can we get more members involved as this is our greatest strength in terms of experience and practical knowledge. IP stated this has started by looking at our own staffing and next week our new Media and Campaigns Officer, Rosie Saban, joins us to support our advocacy work and related activities. We will also be undertaking a membership review to reflect the diversity of need and what our membership looks like.
- **Stronger Community:** AN said we need to move beyond the transactional to the transformational and bring together volunteers and all contributors into our webinars, conference workshops etc. We have not been able to capture the full value of all of this member expertise and experience. IP agreed that we would not be able to exist without member contributions and we plan to create a mechanism to capture how members engage formally and recognise those that have gone the 'extra mile' to inspire others to do so as well. We will be formally announcing the first tranche of EAUC Fellows later on in the AGM and this will be an annual event.
- **Expanded Horizons:** AN outlined how we need to be really ambitious and widen horizons to keep abreast of the post-16 education changes and how we create value. We need to look at internationalisation of the sector and at research, teaching and campus operations. IP said we need to look at other sectors, such as healthcare and noted we are already working with the NHS Sustainable Development Unit. We need to look at employability to engage academics and look for a model to bring everyone together.

IP proudly announced the inaugural EAUC Fellows. Each year end the Board will consider and identify Fellows and we will work with them to capture their enhanced contributions. The 2016 Fellows are:

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- Adam Tewkesbury, University of Southampton
- Andy Nolan, University of Nottingham
- Carole Parkes, University of Winchester
- Chris Willmore, University of Bristol
- Dave Gorman, University of Edinburgh
- Gil Snook, City College Plymouth
- Grant Anderson, Nottingham Trent University
- Jim Longhurst, University of the West of England
- Joanna Chamberlain, University of Cambridge
- John Thorne, Glasgow School of Art
- Katy Boom, University of Worcester
- Mark Durdin, Cardiff University
- Neil Smith, Bournemouth University
- Pam Reynolds, Blackpool & The Fylde
- Pat Bailey, London South Bank University
- Stephen Sterling, University of Plymouth
- Trudy Cunningham, University of Dundee
- Victoria Hands, Kingston University

WP asked for questions on the new strategy:

- John Thorne (Glasgow School of Art) asked how we are going to access senior management and academics. IP replied through the executive leadership programme we are bringing experienced sustainability leaders together to create a business case. AN agreed it was a challenge and how important strategic alignment with institutional objectives was.
- Rosie Willets (London College of Fashion) asked how to people get involved with the Future Business Council and outlined that many students create their own businesses. IP outlined that the Council is focusing initially on leaders and chief sustainability officers in industry but it is early days and welcomed members to discuss further with him. WP agreed that entrepreneurship and enterprise agendas need to be worked on.
- Andrew Samuel (Abertay University) asked if the elephant in the room is Brexit. IP outlined that this was a key role for the Advocacy Strategy Group as we have a lot to lose but also much to gain. Jane Davidson is leading on collecting a member's voice on Brexit and will be hosting a webinar to gather the narrative and set up mechanisms to be ready.
- Neil Smith (Bournemouth University) asked if it is a leadership question in terms of what is changing in the education sector and if we are thinking of being more political. IP outlined that our advocacy in the past has been reactive as we did not have the staff or clarity from the Board. WP said we would steer away from politics and focus on influence and engagement and our work the student voice is a powerful part of this. Jane Davidson agreed that we can't be part of political voice as we need to talk to everyone and make a case based on members and that it is important that there are more opportunities for members to engage.

WP gave special thanks on behalf of the Board and Member to everyone involved in shaping EAUC's exciting new strategy.

8. Vote Results (WP)

WP announced the election results, as verified by Electoral Reform Services are:

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AGM17-01 Trevor Humphreys elected

AGM17-02 Peter Smith elected

WP congratulated the new Trustees and thanked all the nominees for their interest and Members for voting.

9. Any other business and close

WP confirmed that no other business has been raised. WP thanked all for attending and all members who contributed and closed the meeting.

3. Retirement of Trustees

Wendy Purcell (University of Plymouth) will retire from the Board as of this AGM as she has served her maximum term (5 years).

We also had retirements from the Board from Andrew Hewett (University of Dundee) on 8 June 2017 and from Trevor Humphreys (University of Surrey) on 1 February 2018.

David Duncan (University of Glasgow) was co-opted onto the Board on 27 July 2017.

Damian Dalton (University College Dublin) was elected as Ireland Branch Convener as of 7 September 2017. Branch Conveners also act as Branch Trustees and Directors.

The Board is able to co-opt trustees outside of the AGM. Any trustee so appointed will only hold office until the following AGM at which time they will be eligible for election by the Membership.

Who currently sits on the Board?

You can view the current Board at http://www.eauc.org.uk/our_executive_committee. We currently have 7 elected trustees, 1 co-opted trustee, plus 3 Country Branch Conveners and the CEO. Our constitution states a maximum of 9 elected trustees. We have 1 current vacancy, 1 co-opted trustee and 1 retiring, therefore we will have 3 vacancies on the Board. The Board are recommending to Members (as per the Constitution) to elect the co-opted trustee at this AGM.

4. Resolution - Paper AGM18-01 - Election of 2 Board Members who will act as Company Directors and Charity Trustees

We have **TWO vacancies** to fill on the Board of Trustees. The Board is particularly looking for the following skills and specifically look for out of sector experience as we value a broader perspective this brings:

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For this resolution we are in particular seeking nominations for one vacancy from:

- People in **academic leadership** – e.g. Academic engaging with sustainability as part of their disciplinary area

And are in particular seeking nominations for one vacancy from:

- People in **Senior Management** level (such as **Vice Chancellor/Principal, Pro/Deputy Vice Chancellor/Principal or Dean of Faculty** as minimum level)

We received 6 nominations. You may vote for **2 (TWO)** candidates only.

Resolution AGM18-01	Your Instruction
To elect <u>Heather Barrett</u> as Trustee/Director (Academic Only)	for/against
To elect <u>Matthew Cragoe</u> as Trustee/Director (Academic & Senior Management)	for/against
To elect <u>John French</u> as Trustee/Director (Academic & Senior Management)	for/against
To elect <u>James Longhurst</u> as Trustee/Director (Academic & Senior Management)	for/against
To elect <u>Elizabeth Price</u> as Trustee/Director (Academic Only)	for/against
To elect <u>Eunice Simmons</u> as Trustee/Director (Academic & Senior Management)	for/against

Please read the [Background Information](#) before casting your vote.

Please read the [Candidates' Statements](#) before casting your vote.

NB: As this is a Resolution a simple majority and to include any proxy votes is required.

Candidate Statements – Resolution AGM18-01

1. BARRETT, Heather

NB: Nominees were asked to rate their Skills & Experience using a scale of High (3) to Low (1) or N/A to reflect their level of experience and/or span of control in each area. Each area is aligned to our [strategy](#).



Summary

Job Title: Principal Lecturer

Institution: University of Worcester

Strategic Alignment

Board Level Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Previous Board of Director/Trustee
3 - High	3 - High	3 - High	3 - High	3 - High	2 - Medium

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
2 - Medium	2 - Medium	1 - Low

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
3 - High	2 - Medium	2 - Medium

Building our Resources

Business Development / Innovation	Commercial Income Generation / Sponsorship	SMT Level Financial Management	Fundraising / Grant Writing	Human Resources	Legal
1 - Low	1 - Low	2 - Medium	2 - Medium	2 - Medium	1 - Low

Stronger Community

Community Partnership Development	Student Engagement
3 - High	3 - High

Expanded Horizons

Out of Sector Experience – NGO / Charity Sector	Out of Sector Experience – Private Sector	Out of Sector Experience – Public Sector (Non-Educational)
2 - Medium	1 - Low	1 - Low

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Profile:

I am a senior academic at the University of Worcester with twenty-six years of experience working within higher education leading course teams and leading cross-institutional curriculum change. As the University’s Academic Lead for Sustainability and a Senior Fellow of the Higher Education Academy, I am passionate about learning and teaching innovation, working across disciplinary boundaries, and in partnership with students and the wider community, to put sustainability education at the heart of what we do as a University. Yet, working across academic boundaries and with different partners is not easy, nor is making the case for sustainability amidst a variety of competing institutional objectives within a stormy and fast-changing external environment. I hope to bring my passion for innovation and experience of academic leadership to being a trustee of the EAUC, contributing to its strategic aims to put sustainability thinking and practice at the heart of what we do in education in the 21st century, and in encouraging more people to become sustainability leaders, advocates and agents of change.

2. CRAGOE, Matthew

NB: Nominees were asked to rate their Skills & Experience using a scale of High (3) to Low (1) or N/A to reflect their level of experience and/or span of control in each area. Each area is aligned to our [strategy](#).

Summary

Job Title: Pro Vice Chancellor

Institution: University of Lincoln

Strategic Alignment

Board Level Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Previous Board of Director/Trustee
2 - Medium	2 - Medium	3 - High	3 - High	3 - High	2 - Medium

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
3 - High	2 - Medium	2 - Medium

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
3 - High	2 - Medium	1 - Low



Building our Resources

Business Development / Innovation	Commercial Income Generation / Sponsorship	SMT Level Financial Management	Fundraising / Grant Writing	Human Resources	Legal
2 - Medium	2 - Medium	3 - High	3 - High	1 - Low	1 - Low

Stronger Community

Community Partnership Development	Student Engagement
3 - High	3 - High

Expanded Horizons

Out of Sector Experience – NGO / Charity Sector	Out of Sector Experience – Private Sector	Out of Sector Experience – Public Sector (Non-Educational)
2 - Medium	1 - Low	1 - Low

Profile:

I have been involved in University senior leadership for ten years, first at the University of Sussex and now, as a Pro Vice Chancellor, at the University of Lincoln.

My background is as an historian of landscape and the countryside and throughout my university career I have been actively engaged in projects related to the environment. At Sussex, I worked closely with the South Downs National Park on various educational schools outreach programmes, and with Brighton City Council in their successful campaign to secure a UNESCO Biosphere Reserve on the South Coast. At Lincoln, I chair the university’s environment and sustainability committee, and am leading a campaign with the County Council to secure a UNESCO Biosphere Reserve for the Lincolnshire Coast.

I therefore have a track record of successful strategic engagement with environmental agendas both within and out with universities, good experience of partnership building and partnership working, and a decade of senior management experience within the university system.

I have recently taken on the Chair of the UNESCO’s Man and Biosphere programme in the UK. The programme promotes conservation and sustainable development through Biosphere Reserves – living laboratories where these ideas can be developed and disseminated and their progress monitored. There are some 650 Biosphere Reserves around the world and form an important element within UNESCO’s global family, dedicated to furthering the SDGs.

I hope very much that, if elected, I would be able to bring these international networks to bear usefully on the work of EAUC.



3. FRENCH, John

NB: Nominees were asked to rate their Skills & Experience using a scale of High (3) to Low (1) or N/A to reflect their level of experience and/or span of control in each area. Each area is aligned to our [strategy](#).

Summary

Job Title: Executive Director, Cambridge University Institute for Sustainability Leadership

Institution: University of Cambridge

Strategic Alignment

Board Level Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Previous Board of Director/Trustee
3 - High	3 - High	3 - High	3 - High	3 - High	3 - High

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
3 - High	3 - High	3 - High

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
3 - High	3 - High	3 - High

Building our Resources

Business Development / Innovation	Commercial Income Generation / Sponsorship	SMT Level Financial Management	Fundraising / Grant Writing	Human Resources	Legal
3 - High	3 - High	3 - High	3 - High	3 - High	3 - High

Stronger Community

Community Partnership Development	Student Engagement
3 - High	3 - High

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Expanded Horizons

Out of Sector Experience – NGO / Charity Sector	Out of Sector Experience – Private Sector	Out of Sector Experience – Public Sector (Non- Educational)
3 - High	3 - High	3 - High

Profile:

I am a passionate and driven leader in sustainability who is very keen to enable and support the university and college sector to provide ‘thought leadership’ and direction in dealing with urgent global sustainability challenges.

Transformational change is needed to address global sustainability issues and the role of the educational sector is critical to delivering this change across society.

As a professor in enterprise and sustainability and also as an executive director at the Cambridge University Institute for Sustainability Leadership I bring over thirty years of experience in teaching, business support, knowledge transfer, income generation and major project delivery. I have a strong record in governance and management combined with an entrepreneurial and creative outlook. I have successfully delivered some major projects including the UEA Enterprise Centre and the Low Carbon Innovation Fund and I am now leading the Sustainability Business Hub and Accelerator Project at Cambridge University. Active in the charity sector and in supporting communities I am very keen to lever the maximum possible benefit to EAUC and its members from my networks and my university contacts and I am keen to share and work collaboratively across institutions, to take back expertise and learning and implement change with staff and students and the wider community.

The University of Cambridge supports my nomination for this role and I am prepared to make the time commitment to making a success of this and especially in supporting colleagues from across the college and university sector in delivering change.

4. LONGHURST, James

NB: Nominees were asked to rate their Skills & Experience using a scale of High (3) to Low (1) or N/A to reflect their level of experience and/or span of control in each area. Each area is aligned to our [strategy](#).

Summary

Job Title: Assistant Vice Chancellor

Institution: University of the West of England Bristol





Strategic Alignment

Board Level Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Previous Board of Director/Trustee
3 - High	2 - Medium	3 - High	3 - High	3 - High	3 - High

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
3 - High	2 - Medium	3 - High

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
3 - High	3 - High	3 - High

Building our Resources

Business Development / Innovation	Commercial Income Generation / Sponsorship	SMT Level Financial Management	Fundraising / Grant Writing	Human Resources	Legal
3 - High	3 - High	3 - High	3 - High	2 - Medium	2 - Medium

Stronger Community

Community Partnership Development	Student Engagement
3 - High	3 - High

Expanded Horizons

Out of Sector Experience – NGO / Charity Sector	Out of Sector Experience – Private Sector	Out of Sector Experience – Public Sector (Non-Educational)
3 - High	2 - Medium	3 - High

Profile:

I am Assistant Vice Chancellor for Environment and Sustainability at UWE, Bristol and hold the title of Professor of Environmental Science. I chair the university's Sustainability Board and led the development of UWE's UK and International Green Gown award winning Sustainability Plan 2013 - 2020. I provide cross-university leadership in research, knowledge exchange and programme

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development in sustainability. My previous external leadership experiences include chair of the Higher Education Academy's (HEA) Education for Sustainable Development Advisory Group, co-chair of the Geography Earth and Environmental Sciences Subject Centre Advisory Board, chair of the Quality Assurance Agency's (QAA) Benchmarking Panel for Environment Science and chair of the Great Western Research Sustainability Panel. I chaired the joint QAA - HEA panel that produced the ESD guidance for the higher education sector.

In addition to my senior leadership role I have maintained my research activities in air quality and carbon management. I have published extensively in the peer reviewed literature and am co-chair and editor of the annual Air Pollution Conference. In UWE I provide executive leadership for the WHO Collaborating Centre on Healthy Urban Environments and am Executive Director of the Air Quality Management Resource Centre. My national roles include Vice President of the UK Institution of Environmental Sciences (IES), Honorary Vice President of Environmental Protection UK and Director of the Bristol Green Capital Partnership CIC. I chaired the Environment and Global Changes grants panel for the Portuguese Foundation for Science and Technology (FCT) and the second stage Natural and Environmental Sciences Panel for the Portuguese National Research Unit Evaluation. I also have served as a Director of Society for the Environment and the Science Council.

My research has been supported by many sources including the UK Government and Devolved Administrations, the EU, UK Research Councils (NERC, EPSRC, ESRC), the Environment Agency, the South African Department of Environment, the Nigerian National Space Research and Development Agency and the Academy of Sciences, South Africa, amongst others.

I have been active within the EAUC for several years. I am proud to be an EAUC Fellow, a member of the Future Business Council and the recipient of the 2016 UK and Ireland Green Gown for Leadership. I have considerable relevant experience and a strong desire to ensure that sustainability becomes an indispensable element of the HE and FE sector. There is enormous work to do to bring this to reality and the EAUC is the only sector organisation that can bring pressure and influence to enable this change to happen. I would like to offer my support to make this happen. I am excited by the opportunity the EAUC has to build impactful cross-sector collaborations for change. I promise to bring to the role of Trustee a combination of a mature perspective on the challenges facing sustainability in Further and Higher Education and enormous energy in tackling those challenges.

5. PRICE, Elizabeth

NB: Nominees were asked to rate their Skills & Experience using a scale of High (3) to Low (1) or N/A to reflect their level of experience and/or span of control in each area. Each area is aligned to our [strategy](#).

Summary

Job Title: Head of School of Science and the Environment

Institution: Manchester Metropolitan University





Strategic Alignment

Board Level Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Previous Board of Director/Trustee
N/A	N/A	N/A	N/A	N/A	2 - Medium

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
3 - High	N/A	N/A

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
3 - High	3 - High	N/A

Building our Resources

Business Development / Innovation	Commercial Income Generation / Sponsorship	SMT Level Financial Management	Fundraising / Grant Writing	Human Resources	Legal
N/A	N/A	N/A	N/A	N/A	N/A

Stronger Community

Community Partnership Development	Student Engagement
N/A	3 - High

Expanded Horizons

Out of Sector Experience – NGO / Charity Sector	Out of Sector Experience – Private Sector	Out of Sector Experience – Public Sector (Non-Educational)
2 - Medium	N/A	N/A

Profile:

I am Head of School of Science and the Environment at Manchester Metropolitan University, Vice Chair of the Committee of Heads of Environmental Sciences (the education committee of the Institution of Environmental Sciences, IES), a Chartered Environmentalist (CEnv), a Fellow of the

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Leadership Foundation for Higher Education and a Principal Fellow of the Higher Education Academy.

I am experienced in strategic leadership of academic sustainability initiatives to enable knowledge exchange and student engagement, including prioritising embedding of education for sustainable development (ESD) in curricula. More widely, this includes contributing to the successful development and implementation of a new institutional curriculum framework, and driving successful sustainability initiatives through an ESD coordinator to support and enhance sustainability projects and share good practice across the university, sector and with stakeholders. As a university high level champion for NUS Responsible Futures certification, I advocate collaboration between academics, the Environment Team, support services and the Student's Union to enable sustainability learning to thrive.

As Vice-Chair of the Committee of Heads of Environmental Science (CHES), I play an active role in IES accreditation to ensure curricula embed benchmarks aligned to sustainability. As lead editor, I coordinated the publication of a recent issue of the Institution of Environmental Sciences (IES) journal Environmental Scientist on Living Labs <https://www.the-ies.org/resources/living-labs>. This issue of the Environmental Scientist explores the development of the Living Labs concept, presents case studies from the perspective of a range of stakeholders, and considers the role of Living Labs as an impactful means to conduct innovative education and research and the potential of Living Labs to drive further change.

As such, if elected to the Board, I would bring experience of academic leadership and working in partnership with a range of stakeholders to deliver impactful and transformational ESD initiatives.

6. SIMMONS, Eunice

NB: Nominees were asked to rate their Skills & Experience using a scale of High (3) to Low (1) or N/A to reflect their level of experience and/or span of control in each area. Each area is aligned to our [strategy](#).

Summary

Job Title: Deputy Vice Chancellor

Institution: Nottingham Trent University

Strategic Alignment

Board Level Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Previous Board of Director/Trustee
2 - Medium	3 - High	3 - High	3 - High	3 - High	2 - Medium

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Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
3 - High	2 - Medium	3 - High

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
3 - High	3 - High	2 - Medium

Building our Resources

Business Development / Innovation	Commercial Income Generation / Sponsorship	SMT Level Financial Management	Fundraising / Grant Writing	Human Resources	Legal
2 - Medium	2 - Medium	3 - High	2 - Medium	3 - High	2 - Medium

Stronger Community

Community Partnership Development	Student Engagement
3 - High	3 - High

Expanded Horizons

Out of Sector Experience – NGO / Charity Sector	Out of Sector Experience – Private Sector	Out of Sector Experience – Public Sector (Non-Educational)
3 - High	1 - Low	2 - Medium

Profile:

As Deputy Vice Chancellor (Academic) at NTU Eunice has institutional responsibility for the student experience and for quality assurance, curriculum development, employability, outreach and student success across Nottingham Trent University's four campuses and 30,000 students. With a degree in Biology, MSc in Soil Fertility and PhD in Forest Ecology she has previously worked at Wye and Imperial Colleges (University of London), UCLAN and University of Cumbria. Working closely with professional services colleagues Eunice has taken forward sustainability projects across these varied institutions and has also chaired several external regional landscape and conservation projects in Kent, Lancashire and Cumbria. At NTU she is particularly proud of her contribution to the 'Success for All' project addressing disparities in outcomes for disadvantaged students.



Eunice is the Executive Team lead for Education for Sustainable Development at NTU and in 2017 was awarded an individual Green Gown for sustainability leadership by the Environmental Association for Universities and Colleges. A Principal Fellow of the Higher Education Academy, Fellow of the Royal Society of Biology and of the RSA, she uses her expertise to equip and motivate students to address societal and environmental challenges.

5. Resolution - Paper AGM18-02 - Election of a Recommended Co-opted Board Member who will act as Company Director and Charity Trustee

Due to Andrew Hewett's resignation on 8 June 2017, the Board co-opted David Duncan on 27 July 2017. David took over Andrew's role as Treasurer. David has proved to be a valued Company Director and Charity Trustee and provides the Board with the assurance and governance required for the Treasurer role. Therefore for this Resolution the Board are recommending that the below co-opted Board Member to be elected:

Resolution AGM18-02

To elect **David Duncan** as Trustee/Director

Your Instruction

for/against*

Please read the [Background Information](#) before casting your vote.

Please read the [Candidate Statement](#) before casting your vote.

NB: As this is a Resolution a simple majority and to include any proxy votes is required.

Candidate Statement – Resolution AGM18-02

1. DUNCAN, David

NB: The Nominee was asked to rate their Skills & Experience using a scale of High (3) to Low (1) or N/A to reflect their level of experience and/or span of control in each area. Each area is aligned to our [strategy](#).

Summary

Job Title: Chief Operating Officer and University Secretary

Institution: University of Glasgow





Strategic Alignment

Board Level Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Previous Board of Director/Trustee
3 - High	3 - High	3 - High	3 - High	3 - High	2 - Medium

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
2 - Medium	2 - Medium	3 - High

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
1 - Low	1 - Low	3 - High

Building our Resources

Business Development / Innovation	Commercial Income Generation / Sponsorship	SMT Level Financial Management	Fundraising / Grant Writing	Human Resources	Legal
1 - Low	1 - Low	3 - High	1 - Low	2 - Medium	1 - Low

Stronger Community

Community Partnership Development	Student Engagement
1 - Low	3 - High

Expanded Horizons

Out of Sector Experience – NGO / Charity Sector	Out of Sector Experience – Private Sector	Out of Sector Experience – Public Sector (Non-Educational)
2 - Medium	1 - Low	2 - Medium

Profile:

I am the Chief Operating Officer and University Secretary at the University of Glasgow. I have over 17 years senior management experience in the HE sector as well as 25 years' experience as secretary to various governance bodies. I have had significant involvement over 17 years in advising heads of institutions and governing bodies. I co-chair the University Forum for leading

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sustainability agenda at successive institutions. I have had oversight of professional services at three successive universities. I am closely involved in shaping non-academic aspects of the student experience on campus. I was formerly senior manager in a government-funded body responsible for advising on the school curriculum in Scotland. I am also the Deputy Chair (Devolved Regions) for the Association of Heads of University Administration (AHUA). I co-chair the Sustainability Working Group for my University, have substantial senior management experience in the HE sector and am a committed support of EAUC's work. I am currently Treasurer of EAUC and a co-opted Board member - I would like to continue my current contribution to this excellent organisation.

Background Information

How does the process work?

We are asking that only Educational Members can apply to be a Trustee and Director. That means your organisation has to be a current member and you are from a university, college or learning and skills sector provider. You can check that your institution is an Educational Member by visiting www.eauc.org.uk/our_members. Company Members and Strategic Partners are not able to apply. All nominees have been verified as eligible to apply.

The process for selecting Trustees is as follows:

- We asked for Trustee Nominations for two positions on 11 April 2018 with a closing date of 2 May 2018. We received 6 Trustee Nominations in total.
- The Board select their recommendations if required – the Board have agreed that a recommendation is not required for this particular vote.
- **All** applications received (6) are sent to the Educational Members and are asked to vote
- Votes are taken by Educational Members present at the AGM or those who vote by proxy prior to the AGM. Voting will take place prior to the AGM electronically to ensure as many Members have the opportunity to vote.
- Only one vote is cast per member institution. We have asked all Key Member Contacts to inform us by 30th April 2018 if they wish to change the nominated person who will vote on their institution's behalf. The nominated person will be sent secure voting details direct with instructions on how to vote.

The voting process, as previously, is administered on our behalf by [Electoral Reform Services](#) to provide Members with confidence that the voting is done securely and independently. For full details of how this process works please refer to our Constitution at www.eauc.org.uk/eauc_governance.

What is required from a Trustee?

Trustees are required to attend Board meetings. The Board has two short meetings per year (virtual), plus two strategic planning days (face to face). Communications also take place via email in between meetings.

The Board has two Sub-Committees – Audit and People and Performance. Board members will be expected to participate on one Sub-Committee.

Board members are also asked to represent the EAUC as required. Trustees act as ambassadors for the EAUC. A role description for trustees is attached as an appendix.





How long do I have to be a Trustee for?

Each elected Trustee shall hold office until the expiry of the fifth AGM after the AGM at which he or she is appointed. A retiring elected Trustee will not be eligible for re-appointment until the AGM after the AGM at which his or her term of office ends.

If Trustees leave their organisation and no longer work for a university, college or learning and skills sector provider that is an EAUC Member they may have to vacate their position.

How does the Board decide what skills are required?

The People and Performance Sub-Committee review the existing skills from the Trustees, taking into account those skills that are leaving and any gaps that are felt required to ensure the continued governance of the organisation. The People and Performance Sub-Committee then put forward their recommendations to the Board who approve the skills to recruit.

What happens if Members do not agree with the Board's recommendations?

The Board can only make recommendations to Members at the AGM on who they feel are best placed to be appointed. The recommendation is based on the skills audit and who they feel would be of most benefit to the organisation. Members can choose to accept the Board's recommendation or they can vote on any of the applications. Those who have the majority vote will be appointed.

Will Members see all the applications before the AGM?

Yes, Members will see all of the nomination applications received unless there is a legal or constitutional reason why they cannot be considered for nomination.

Who currently sits on the Board?

You can view the current Board at www.eauc.org.uk/our_executive_committee. We currently have 7 elected trustees, 1 co-opted trustee, plus 3 Country Branch Conveners and the CEO. Our constitution states a maximum of 9 elected trustees. We have 1 current vacancy, 1 co-opted trustee and 1 retiring, therefore we will have 3 vacancies on the Board. The Board are recommending to Members (as per the Constitution) to elect the co-opted trustee at this AGM.

The Board has the power to appoint a Trustee in between AGM's. Any Trustee's that are appointed in this way are only appointed until the AGM following their co-option. The new positions will be activated if voted by Members at the AGM on 20 June 2018.

Why a Trustee and a Director?

We are registered as a charity and all Trustees are registered with the Charity Commission. We are also a registered company and all Trustees are registered as Directors of the company with Companies House.

I need further information

If you would like more information or would like to talk to us before submitting your nomination please email Janet Haddock-Fraser, Chair of the Board, at j.haddock-fraser@mmu.ac.uk or Iain Patton, CEO, ipatton@eauc.org.uk, 01242 714321.

- You can view our constitution, previous Board papers and Annual Reports at www.eauc.org.uk/eauc_governance.
- You can learn more about the history of the EAUC at www.eauc.org.uk/about_us.

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- You can learn more about the role of a Trustee at www.charity-commission.gov.uk/Publications/cc3.aspx.

Appendix 1

Role Description for Trustee

The statutory duties of a Trustee

- To ensure that the EAUC complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the EAUC pursues its objectives as defined in its governing document and through the Strategic Plan
- To ensure the EAUC uses its resources exclusively in pursuance of its objectives: the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of Trustees' role in giving firm strategic direction to the EAUC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the EAUC
- To ensure the effective and efficient administration of the EAUC
- To ensure the financial stability of the EAUC
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive Officer and monitor his/her performance
- To ensure a mechanism is in place to review and assess the effectiveness of EAUC governance

Other duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Taking advice from EAUC's Member Advisory Council (MAC)
- Other issues in which the Trustee has special expertise

Trustees retire at the fifth AGM after their appointment. The role is unpaid. Reasonable travel expenses will be met according to the EAUC Travel Policy.

Commitment of Board Members

Person Specification for an EAUC Trustee

Essentials

- Commitment to the EAUC and its Mission, Vision and Values
- Understanding of the legal duties, responsibilities and liabilities of Trusteeship
- Willingness to put time and effort into the Trustee role
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

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Personal qualities

- Sound independent judgement
- Impartiality, fairness and confidentiality
- Willingness to speak his or her mind
- Tact and diplomacy
- Respect for others
- Desire to learn new skills

Specific abilities

- Strategic vision
- Creative thinking
- Effective team member
- Excellent communication and interpersonal skills

Experience

- Interest in sustainability issues such as climate change, education for sustainability or social responsibility

6. Special Resolution - Paper AGM18-03 – Amendments to the Articles

Background Information:

The document attached shows the original Articles with all changes shown for the proposed revised Articles. To help Members we have compiled a list of FAQ's, below, to assist in explaining the changes.

What are the Articles?

The Articles are a governing document which is required by law. They include our Charitable Objects and detail how meetings such as the AGM and Board Meetings are conducted. They are registered with the Charity Commission and Companies House.

Why are we changing them?

The original Articles were written in 2004 and following the Company Act 2006 they were amended by Special Resolution approved by Members at the AGM on 12 April 2011. The Articles need to be updated to ensure they are up to date with current company and charity law. This also gave us the opportunity to update the Articles to reflect the organisation as it stands today.

How do we change our Articles?

We have employed a solicitor - Anthony Collins Solicitors LLP – to advise us on the changes to ensure we comply with the law. We have to receive approval from Members to adopt the revised Articles.

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What has changed?

The main amendment, apart from changes to reflect law changes, is to allow the organisation to hold virtual AGMs and electronic voting – section 8. This provides the organisation with flexibility in the future – it does not mean we will only hold virtual AGMs but rather provides us with the option. Currently we have to hold a physical AGM and this can bring barriers in Members attending due to time out of the office as well as travel costs. By holding virtual AGMs we will also reduce our carbon footprint in minimising the transport impact. Virtual AGMs could provide greater engagement from our wide Membership base. We have currently 183 Educational Members across the UK and Ireland and therefore it is challenging to provide a convenient and low impact platform for them to engage with the organisation. We hope this change will bring greater engagement and improved clarity and transparency with our members.

What are all the other changes?

The other changes in the document are updates to reflect changes in the Charities Act 2011 and to ensure we are compliant with the law. Some wordings have also been updated to ensure the document is consistent and clear throughout. These changes are covered by law and are mandatory and therefore cannot be challenged by Members.

What happens now?

We have invited Members to raise any questions or queries they have on the revised Articles PRIOR to the AGM. This will enable us to ensure a full and transparent response is given. All questions and responses will be posted on our website. Please contact [Fiona Goodwin](#) (Company Secretary) by Monday 4th June. Due to this approach we aim to have answered any queries from Members and hope for a successful vote at the AGM. For the revised Articles to be adopted a 75% majority of those present, and eligible to vote, must agree. Members can vote online by proxy prior to the AGM for those that are unable to attend and vote in person at the AGM. The total votes will include those online proxy votes and votes taken at the AGM.

What happens if Members vote against the changes?

If Members vote against the changes, the Board will take on Member's comments and revise the Articles to reflect these. The Board will then call to hold an Emergency General Meeting (EGM) to present the revised Articles to Members and will present a Special Resolution vote for the revised Articles. Certain sections of the Articles have to be accepted in order to be compliant with the Company and Charity Law. The Chair will split out each of the main areas and hold a separate vote for each area. This will assist the Board to adopt the Articles as soon as possible to ensure we are legally compliant whilst any further changes are made.

I have another question...

Please contact [Fiona Goodwin](#), Company Secretary or telephone 01242 714321 by 4th June 2018.

NB: As this is a Special Resolution a 75% majority and to include any proxy votes is required.

Special Resolution AGM18-03

that the Articles of Association of the Company be rescinded in their entirety and replaced with the version annexed to this resolution.

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Your Instruction

for/against

7. Special Resolution - Paper AGM18-04 – Change of Company Name

Background Information

When we launched our new strategy last year a significant proposal was to change our name. We have been working with a Task and Finish Group made up of members, Board and our Fellows to develop this important change. Our current name – Environmental Association for Universities and Colleges has served us well for many years, however following intensive discussions, particularly at the last AGM, our members agreed it no longer encapsulated the depth of our members roles and our new strategy. Our proposed new name is: **United Futures** *Leading Sustainability with Universities and Colleges*.

We have been communicating with members over the past few months regarding the proposed name change.

Please read the full information along with Q&As before casting your vote at http://www.eauc.org.uk/proposed_name_change.

NB: As this is a Special Resolution a 75% majority and to include any proxy votes is required.

Special Resolution AGM18-04

that the registered name of the Company be changed to **United Futures** and the Articles of Association and all stationery be amended to reflect the new Company name.

Your Instruction

for/against

END