

Terms of Reference of EAUC-Ireland Office Bearer Group (OBG) and Forum

Introduction

The EAUC-Ireland; OBG and Forum is fully integrated within and bound by the Constitution and Articles of Association of the Environmental Association for Universities & Colleges (EAUC).

Office Bearer Group Terms of Reference

The OBG aims and objectives are to:

- Provide added value to the core activities of the EAUC by providing a national focus that is specific to the Island of Ireland.
- Encourage and support education for sustainable development, environmental performance and social responsibility throughout the third level education sectors on the Island of Ireland, comprising:
 - Universities in Northern Ireland and the Republic of Ireland
 - Institutes of Technology in the Republic of Ireland
 - Further & Higher Education Colleges in Northern Ireland
- Provide leadership, support and guidance to both the third level education sectors on the Island of Ireland concerning meeting sustainability objectives.
- Provide a specialist focus on relevant issues by facilitating the exchange of information and the dissemination of best practice informed by those specific issues on the Island of Ireland.
- In line with the UK EAUCⁱⁱ and subject to EAUC Board approval, produce and oversee the implementation of the EAUC-Ireland Strategic Plan
- With support from UK EAUC, research and lead on securing funds to support EAUC members in Ireland. Funding bids will be approved by the Board and funds secured will be held by the UK office.
- Report, via the EAUC-Ireland Convenor, to the EAUC Board of Trustees on EAUC Ireland activities and feedback relevant Board information to the OBG.

OBG Organisation and Structure

- The OBG membership is restricted to those institutions who are EAUC Ireland members;
- The OBG will consist of nine members - two representatives from each of the provinces, Connaught, Leinster, Munster and three representatives from Ulster (considered as the Northern Ireland six counties and Cavan, Donegal and Monaghan).

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Each province will be represented as follows:

- **Ulster:** One representative from the University sector, one representative from the Further & Higher Education sector and one representative from the Letterkenny Institute of Technology
- **Connaught/Munster/Leinster:** one representative from a University and one representative from an Institute of Technology.

The third representative from Ulster reflects the three distinct sectors in the crossborder region.

- A minimum of four shall constitute a quorum;
- OBG members will be elected by EAUC Ireland Members at the EAUC-Ireland AGM; □ The AGM will be convened with minimum 10 working day's notice;
- The AGM will be convened at a physical location. There will also be an option to join the AGM remotely via electronic connection for those who cannot attend in person in order that they may exercise their voting rights;
- The OBG will meet three times per year either virtually or physically on agreement with its membership. One of these three meetings will be an AGM;
- Members of the OBG must be elected as the Chair/Ireland Convenor and Secretary at the AGM. Other posts or responsibilities can be agreed by the OBG as required;
- OBG members will serve for a period of two years, with a possible re-election of serving a maximum of another two years. This will be subject to annual ratification at the AGM;
- If there is a vacancy on the OBG between AGMs, this may be filled by a representative of an EAUC member institution and will be co-opted until the next EAUC-Ireland AGM where they will be subject to re-election;
- Only one EAUC Member per institution is entitled to vote at the EAUC-Ireland AGM.

Forum Terms of Reference

The Forum aims and objectives are to:

- Help guide the development of EAUC-Ireland's services;
- Provide a forum for all members to contribute their views;
- Provide input into EAUC-Ireland's activities;
- Reflect members' interest and practice;
- Be responsible for reflecting the interests of local/regional communities where requested;
- Not be a forum for commercial gain;
- Be champions for the EAUC and promote membership of the EAUC.

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Forum Organisation and Structure:

- The Forum can consist of EAUC-Ireland Members, Non-Members and Strategic Partners and any other invited guests that would be relevant to the topics being discussed;
- There are no limits to the numbers on the Forum;
- The EAUC-Ireland Convenor acts as the Chair of the Forum;
- The Forum can appoint roles and responsibilities, such as Secretary, as and when required;
- The Forum will meet at least once per annum;
- Recommendations from the Forum are taken forward to the OBG and where applicable, will seek approval from the EAUC Board of Trustees;
- The Forum may establish such groups and task teams as are necessary to promote the work of EAUC-Ireland, each comprising at least one member of the Forum.

i EAUC Ireland: In the context of the TOR shall include Ireland and Northern Ireland.

ii EAUC UK: In the context of TOR shall mean Great Britain comprising England, Scotland and Wales.

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