

Dear EAUC Member

I have pleasure in sending you papers for our forthcoming AGM. It will be held at 10:00 – 11:30 on Wednesday 23 June 2021 virtually via Zoom.

You need to book your place to receive the meeting link at

https://www.eauc.org.uk/shop/mms_single_event.php?event_id=7463

With this mailing are the following supporting papers:

- [AGM Procedures](#)
- [AGM Agenda](#)
- [Minutes of the last AGM](#)
- [Retirement of Trustees](#)
- [Resolution Paper AGM21-01](#) – Election of a Board Member who will act as Company Director and Charity Trustee
- [Resolution Paper AGM21-02](#) – Election of a Board Member who will act as Company Director and Charity Trustee
- 2020 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 14 June 2021. 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. All voting is taking place online prior to the AGM. There will be no voting at the AGM.

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 (22 – current Members as of 08 June 2021 is 224) entitled to attend or by proxy – whichever is the lesser. So we need at least 22 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 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 Civica.

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 will not take place at the AGM. The online proxy voting results will be verified by an independent scrutineer (Civica) and the results will be declared at the AGM by the Chair.

Can I vote online?

Yes, this is the only way to vote. You vote online by using the Civica system by proxy. You can either declare your decision or nominate the Chair to vote on your behalf. We asked Members who their voting representative would be and all Member key contacts or appointed representatives have received an email from Civica with secure voting instructions on how to do this.

Why are you using Civica?

Civica – formerly called Electoral Reform Services - 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 all of the voting process is undertaken by Civica. Civica will confirm the results once the voting is closed and the results will be announced at the AGM.

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

EAUC Annual General Meeting
23 June 2021 – 10:00 virtually via Zoom

Agenda

1. Welcome and Apologies
James Longhurst, Chair
2. Approval of Minutes of 2020 AGM
3. Retirement of Board Members who act as Company Director and Charity Trustee
4. **Resolution Paper AGM21-01** – Results of the election of a Board Member who will act as Company Director and Charity Trustee – Academic Representative
5. **Resolution Paper AGM21-02** – Results of the election of a Board Member who will act as Company Director and Charity Trustee – Sustainability Professional/Practitioner
6. Review of the Year - 2020 Annual Trustee Report & Accounts, followed by questions
Iain Patton, CEO & David Duncan, Treasurer
7. Climate Commission for UK Further and Higher Education Students and Leaders update
Manveer Gill, Student Climate Commissioner and James Longhurst, EAUC Climate Commissioner
8. Any other business and close

2. Minutes of 2020 AGM

**Annual General Meeting Minutes
24 June 2020 – virtually via Zoom**

Chair – Janet Haddock-Fraser (JHF – outgoing chair) & Jim Longhurst (JL – incoming chair)

The presentation, papers and video can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

JHF welcomed Members to the AGM as Chair.

Apologies were received from Eunice Simmons (University of Chester); Zoe Robinson (Keele University); Rosemary Horry (University of Derby) and Mike Bewlock (University of Brighton)

JHF introduced the Board of Trustees.

2. Approval of Minutes of 2019 AGM

JHF will provide an update in this meeting on the diversity of the Board. Any other business was to be raised prior to the meeting and none were raised. No other issues were raised and the minutes were approved.

3. Diversity of the Board

In June 2019 the EAUC Board approved an Equality and Diversity Policy Statement. Our 2019 Statement recognises that the Board can and must do better to improve diversity. We recognise this is an issue for our Board and for our sector. Research by SOS - with contribution from the EAUC, "has shown that the environment profession is amongst the least diverse occupations in the UK". Other research has pointed to racial inequalities in the sector – such as lack of BAME professors as well as pay gap in senior management.

The recent protests in the UK and around the world sparked by the tragic death of George Floyd in the US have put a lens on current as well as historic and structural racism. Diversity as well as skills and representation from further and higher education are critical parts of our recent recruitment drive for new board members.

At the February EAUC Board People and Performance Sub-Committee, we agreed for diversity to be a standing item at each meeting and in 2020 to review our Diversity Policy and the steps that we can and should be taking. We would welcome input from our membership into this process. We would like to have a session on diversity in the sector at our next Conference to encourage further discussion and shared learning and action on these issues to help improve the sector. Please get in touch with the office if you are interested in being part of this critical work.

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

We had one trustee retirement in between AGMs and this was Tom Yearley, Wales Branch Convenor, from University of Wales Trinity St David resigned as of 18 August 2019.

The following trustees will be retiring from the Board as of this AGM due to serving their maximum term: Chris Long – Bridgend College and JHF.

We are still seeking a Wales Branch Convenor and invite any interested member to contact us. Branch Conveners also act as Branch Trustees and Directors.

The Board would like to extend thanks to the time, commitment and passion from the trustees retiring in this period.

5. Resolution Paper AGM20-01 – Election of a Board Member who will act as Company Director and Charity Trustee – FE representation

Due to the 2 retirements from the Board we have 2 vacancies. Educational Member Key Contacts – or their nominated representative – have been voting online for our 2 resolutions. The voting is undertaken by Civica – formerly called Electoral Reform Services – so members can be confident of the process and the voting closed on 16 June.

In order to ensure we have representation from the Further Education sector the Board requested at least one of the Board Members elected is from a Further Education institution. We received 2 applications from a further education institution. I am pleased to announce that Laurence Frewin, Principle and CEO from South Devon College has been elected by our members.

6. Resolution Paper AGM20-02 – Election of a Board Member who will act as Company Director and Charity Trustee

Our second resolution focuses on the 2nd vacancy. The Board are looking for motivated and dynamic Trustees that are:

Sustainability Professional / Practitioner
Emerging leader with enthusiasm
Working in staff and/or student engagement

We received 8 applications in total. I am pleased to announce that Karen Morgan, Vice Chair of Council at University of Gloucestershire has been elected by our members. I would like to thank all those who applied.

JHF will now hand over to CEO, Iain Patton to take us through the Annual Report.

7. Review of the Year – 2019 Annual Trustee Report and Accounts

IP presented the highlights of activities throughout the year in our Annual Trustee Report:

Without a doubt 2019 was a turning point for sustainability and the climate crisis movement on a global scale. With the school strikes inspiring millions of students around the world to the announcement of the UK Government's Net-Zero target of 2050 - the world moved on and so did we. In May 2019 EAUC declared a climate emergency. We put out a call for all post-16 education institutions and support bodies to commit to the Committee on Climate Change's recommendations to set a target of net-zero by 2050 at the latest. And the sector rallied around this.

Of course, we could not have predicted the pandemic that has hit the world in early 2020. This has caused unprecedented change for the sector, our communities and our staff and students. However, the recovery from the crisis offers a historical opportunity to address key public and in particular student concerns and accelerate the transition to a low carbon and an environmentally resilient further and higher sector.

Our Members

Our members are the reason why we exist. We are proud to represent and support 205 universities and colleges across the UK and Ireland. We believe in partnership and collaboration both here in the UK and Ireland and internationally to make our members voice a powerful one through our links with strategic partners and company members. Overall our retention rates remain high at 91% for educational membership and with unsettling times facing the sector we will have to continue to maintain an excellent value for money offer for our members.

Our Strategy

In 2017 we launched our strategy to support the challenges our members are facing today. This strategy is taking us through the steps to ensure we will transition to and remain a future-focused organisation. We created 6 goals under the strategy and I will highlight the activities we have delivered through each goal.

Climate Commission for UK Higher and Further Education Students and Leaders

In November 2019, we took on our biggest challenge to date. In an unprecedented partnership we brought together Universities UK, Guild HE and Association of Colleges to launch the UK Climate Commission for Further and Higher Education for Leaders and Students.

This is a confirmation that we need a sector wide response to the climate crisis and we need to work together to ensure no-one is left behind. We ensured that students were at the very heart of the Climate Commission right from the start - it is their future and their education in our hands. Throughout 2020 we will be launching an ambitious programme of evidence gathering events and bringing key stakeholders within the sector to agree a common approach for the sector. Each institution will need to develop it's own path on how to reach their targets but EAUC will be right here to provide the support and resources needed to deliver. You will hear more about the Climate Commission later from our Climate Commissioner Jim Longhurst and Student Climate Commissioner Manveer Gill.

Goal 1: Strategic Alignment

We continued with our flagship leadership programmes. Interface kindly supported the Emerging Leaders Programme and UKRI kindly supported the Leadership Lab. Our next round of programmes will take place in 2021.

In May 2019 we launched the Making the Business Case for Sustainability in partnership with the University of Edinburgh. Designed to help sustainability leaders to make a successful case for sustainability in the education context to bring around real systemic change in the way business decisions are made.

In the summer of 2019 we published 2 climate adaptation guides – working with sustainability and risk professionals from the sector including the Higher Education Business Continuity Network and AECOM.

Goal 2: Advocacy

Our advocacy strategy, created alongside members, captures the key advocacy issues members face and provides the most efficient and effective solutions.

We have developed 18 new blogs within the year, our press coverage has extensively grown both through our regional and our international work. On behalf of members, we responded to 14 consultations including the Environment Bill and low carbon skills. We are committed to ensure the voice of the sector is heard across Governments departments.

We set up a new package specifically aimed at further education with a new email support network, a special advisor and a dedicated newsletter. In our 2019 advocacy survey a third of education key contacts said we had exceeded their expectations with two thirds saying expectations were met in our work gaining a higher profile within education. 60% of our key strategic partners felt our work is extremely or very influential and 40% felt we were moderately influential in policy development in wider society.

Goal 3: Knowledge Exchange

We harness the wealth of experience and knowledge of our members to ensure on-going creation and dissemination of knowledge. We held 15 webinars and with over 130 attending. 55 face to face events for members. These include our Sustainability Sharing Series and a Cup of tea and an SDG series. We had 101 2019 Green Gown Awards finalists 245 attending the 2019 annual conference.

Goal 4: Maximised Resources

Following the launch of the Sustainability Leadership Scorecard with ARUP and AUDE in 2018, in 2019 we launched our first annual report with 45 institutions taking part and useful case studies to encourage more institutions to adapt a coordinated whole institution approach. Our 2020 Sustainability Leadership Scorecard annual report will be out in the summer.

We are leading the sector – following our call for action on the climate emergency – on developing a response and we developed the Climate Emergency Framework to help members on the tools and resources to support their climate targets. We also present institutional sustainability commitments to

show the impact and leadership of the sector. We encourage members to contact us as and when they have any updates.

We are working closely with the Higher Education Procurement Association (HEPA) and purchasing consortia on updating the scope 3 reporting tool, HESCET. This is currently being updated and should be ready for use in the next academic year. We are leading in sector wide groups to develop improved guidance, consistency on measuring and reporting. We will keep members informed as this work develops.

Goal 5: Stronger Community

We held 40 regional, branch and community of practice meetings throughout the year – with new groups created for divestment and a dedicated further education network.

This year again we have also recognised members that consistently contribute a great deal of their time and resources to our organisation and the wider membership. These are members that have a formal volunteering role such as regional, branch, topic support networks, community of practice and task and finish group members. This equates to 42 volunteers and equivalent to £88,200 of staff time on an annual basis. Thank you once again to all our members that contribute.

We also work closely with key sector bodies such as HEPA, Wrap and Healthy Universities to ensure we make the most of resources and networks to benefit our members.

Goal 6: Expanded Horizons

The SDG Accord, ran in partnership with the Global Alliance, has gone from strength to strength, gaining support from far and wide, including a powerful show of support from the UN when it was accepted as a formal tool of HESI which is a large collective of UN bodies focused on education and sustainability. This has gained huge amounts of support with 150 endorsing partners and 169 institutions and continues to grow. The annual report will be available in the Autumn.

Powerful collaborations like this have cemented our place as leaders and innovators in the sustainability world. In 2019 in response to the climate emergency, we led on the Global Universities and Colleges for the Climate, in partnership with Second Nature, HESI and the Global Alliance and endorsed by the UN. This has recently been officially recognised by UNFCCC as the education sectors response to the Race to Zero and we urge all members to sign the letter as this will be presented at COP26 in November 2021. To date 257 institutions have signed the letter with 59 networks representing over 16000 institutions.

At a regional level, we worked closely with UKSSD to respond to the UK Government's first Voluntary National Review. We continue this work and engage with our partners to ensure the Government's and the sector are held accountable.

We continue to represent and engage with members in the build up to COP26, including representation on COP26 Cabinet Office Team roundtables and working closely with the UK Research

Group. We will keep members informed of this work as we progress but do get in touch if you wish to know more.

Catalysing Transformative Leadership for Sustainability Programme - Scotland

We are delighted to announce the achievements of our third and final year of the Catalysing Transformative Leadership for Sustainability Programme in Scotland that is funded by the Scottish Funding Council. Highlights from the year include over 100 new resources, a new college learning for sustainability champions programme and through a RUGS (Responsible University Group Scotland) internship developed the amazing Travel Better Package as well as being the sector delivery partner for sector reporting.

We are also pleased to announce that SFC have confirmed funding for a further 3 years from April this year for our exciting new project - [Accelerating action and leadership in Scotland's colleges and universities to respond to the climate emergency](#). You can find out more about all of the activity we do in Scotland in the Annual Report and on our website.

Sustainability Report

We are pleased to present our annual sustainability report for 2019. Our carbon footprint for 2019 was 16 tonnes which we offset. This has increased by 9% which is mostly due to a higher full time equivalent of staff from 9.37 to 11.09. Our UK office also relocated to a bigger office which resulted in higher energy usage. However, our average carbon emissions per FTE staff has reduced by 8%. Less than 7% of our waste goes to landfill. You can view the full details on our website - <https://www.eauc.org.uk/sustainability>.

IP handed over to David Duncan, our Treasurer to take us through our Annual Accounts.

Annual Accounts

We made an overall loss of £27,537 which includes our project funding. We made an unrestricted loss of £7,537 for the year which excludes our project funding. The Board approved £7,904 spend from the reserves to invest in new resources for members. Therefore, excluding the approved spend from reserves the year's activity saw a small surplus of £367.

We had a 7.74% increase on our unrestricted income with a 7.23% increase on our unrestricted expenditure. In 2019 we had 11.09 full time equivalent staff of which 4.01 were funded through our restricted externally funded projects. Our non project related staff costs represent 56% of our total unrestricted expenditure which is up from 47% from last year.

A breakdown of our income sources show that 31% of our income comes from membership fees – both educational and company Members. 18% of our income comes from the Annual Conference and 18% comes from products and services such as the Green Gown Awards and Sustainability Exchange. We continue to receive funding from the Scottish Funding Council and this makes up 27% of total income received.

The years ahead will be challenging both for the sector and us as an organisation as we recover from the impacts of the pandemic. With our major sources of income coming from our conference (18%) and products and services (18%) we are mitigating risks from reductions in these areas in 2020. We will be holding our conference virtually to ensure we continue to support members. The Green Gown Awards application period has been extended to allow institutions more time to apply - however, this means the Awards Ceremony will now take place in 2021 so will not feature within our next financial year.

Expenditure budgets will be reduced mainly due to a portion of staff costs being recovered through the HMRC Job Retention Scheme as well as reduced spending due to less travel. We are reliant upon our members to continue supporting our work.

We have a total available fund of £185,078 to carry forward into 2020. With unsettling times facing the sector we will have to continue to be prudent with our finances and maintain an excellent value for money offer for our members. We thank you – our members – for continuing to support us – without you we would not exist.

7. Questions

The floor was opened for questions and comments on the Annual Report and Accounts:

- David Chapman, University of Warwick asked to clarify the deadline for the SDG Accord reporting which is 3rd July.
- Liz Harris, University of Winchester, asked how do we interact with other organisations such as UUK, BUFDG, HEPA etc. and are they listening? IP responded that they are listening more now thanks to the student strikes raising the profile and the work with the Climate Commission has made our connections never stronger and higher.

8. Any other business and close

JL took over as Chair and he noted that he was delighted to be appointed as the new Chair of the Board. JL thanked Chris and in particular Janet who are both retiring from the Board today. Janet has served as Chair of the Board for the past 4 years and we are hugely grateful for her passion, excellent chairing and keeping all the trustees in check. Many thanks Janet.

No other business has been raised and therefore I close this AGM.

We need to hear from you – our members – on what support, training, services you need to deliver sustainability within your institution. So let us know – you can do that via the regional and communities of practice groups. Or you can just get in touch directly with us.

A presentation then followed from JL and Manveer Gill, who is a maths undergraduate at University of Warwick and is the EAUC's Student Climate Commissioner.

3. Retirement of Trustees

The following trustee retired from the Board in between AGMs:

- Michelle Brown, Scotland Branch Convenor – University of Edinburgh. Resigned as of 26 January 2021

The following trustees will be retiring from the Board as of this AGM due to serving their maximum term:

- Simon Kemp – University of Southampton
- Peter Rands – Canterbury Christ Church University

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. We have Branch Convenors and these are elected by their Branch members and are automatically appointed as Trustee and Director.

The following trustees were appointed in between AGMs:

- Carolyn Strong, Wales Branch Convenor – University of Cardiff. Appointed 21 September 2020
- John Wincott, Scotland Branch Convenor – Fife College. Appointed 26 January 2021

The Board would like to extend thanks to the time, commitment and passion from the trustees retiring in this period.

Who currently sits on the Board?

You can view the current Board at http://www.eauc.org.uk/our_executive_committee. We currently have 9 elected trustees, plus 3 Country Branch Convenors and the CEO. Our constitution states a maximum of 9 elected trustees. As we have 2 trustees retiring as of this AGM we are holding elections for 2 vacancies on the Board.

4. Resolution - Paper AGM21-01 – Results of the election of a Board Member who will act as Company Director and Charity Trustee – Academic representation

Due to 2 retirements from the Board we have 2 vacancies. In order to ensure we have representation from the academic field the Board request at least one of the Board Members elected is an academic.

The EAUC is committed to equality and valuing diversity within its workforce and trustees and actively encourages diversity in nominations. You can view our Equality and Diversity policy [here](#), which is currently under review.

The Board have received 2 nominations for this position.

Educational Members have voted online and the results will be announced at the AGM.

Resolution AGM21-01	Your Instruction
To elect <u>Alexi Marmot</u> as Trustee/Director	for/against
To elect <u>Zoe Robinson</u> as Trustee/Director	for/against

Candidate Statement – Resolution AGM21-01

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](#).

In order to ensure we have representation from the academic field the Board request at least one of the Board Members elected is an **academic**.

The EAUC is committed to equality and valuing diversity within its workforce and trustees and actively encourages diversity in nominations. You can view our Equality and Diversity policy [here](#), which is currently under review.

1. MARMOT, Alexi

Job Title: Professor Emerita

Institution: University College London

Strategic Alignment

Committee or working-group Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Experience of making an impact through committees or working-group membership inside or outside the workplace
3 - High	3 - High	3 - High	3 - High	3 - High	3 - High

Impactful Advocacy

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

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	3 - High	3 - High

Profile:

Educated as an architect and urban planner, my career bridges professional and academic roles: leading a professional consultancy specializing in evidence-based consultative design that focusses particularly on workplaces and environments for learning; a UCL professorship in the Bartlett Faculty of the Built Environment, leading two postgraduate programmes: MSc Facility & Environment Management, and MSc Learning Environments; and acting as a governor or trustee on several educational and professional board in the UK and internationally. My educational and professional experience has provided a global perspective that includes deep dives into the UK, Australia, USA and Singapore, and some knowledge of other countries including China.

My ambition is always to help create built environments that work for people and planet. To do that demands research to understand how different built environments are designed, built, operated and managed, and how they may be improved to better serve the needs of individuals, organisations, cities and the globe. My research and writing focus in part on the advantages and disadvantages of remote/digital work and education, and a questioning of social and economic conventions that create many differentiated building types that are mostly under-occupied, linked by energy-intensive, time-consuming forms of transport. Some of my recent research examines individual and planetary health implications of 'active buildings' and 'active travel'.

EAUC is an important voice in the educational sector, making a real difference not only to existing practice but by influencing future generations to think and act more sustainably in everything they do. As a trustee I believe I could contribute particularly by connecting innovative academic and professional knowledge and innovative practice, for the benefit of higher and further education sectors, their people, and ultimately, the planet.

2. ROBINSON, Zoe

Job Title: Professor of Sustainability in Higher Education

Institution: Keele University

Strategic Alignment

Committee or working-group Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Experience of making an impact through committees or working-group membership inside or outside the workplace
3 - High	1 - Low	2 - Medium	2 - Medium	2 - Medium	3 - High

Impactful Advocacy

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

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
1 - Low	1 - Low	1 - Low	3 - High	3 - High	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)
1 - Low	1 - Low	1 - Low

Profile:

I have over 15 years of experience as a sustainability researcher, educator and practitioner within higher education, leading a whole-institution approach to embed sustainability in everything we do at Keele University. During this time Keele has developed a reputation as a sustainability leader in the higher education sector.

As a Professor of Sustainability in Higher Education I have academic expertise in higher education change processes for sustainability, combined with the practice of driving change as Keele University's Director of Education for Sustainability with responsibility for embedding sustainability in the curriculum and wider student experience. Our approach at Keele is to 'embed sustainability in everything we do' through a model of distributed leadership and responsibility. Through a focus on both the curriculum and wider student experience, I work closely with all parts of the university including academics, executive management, Estates, a breadth of Professional Service areas from events, to catering, procurement and marketing, the Students' Union and students, supporting embedding sustainability in all parts of the university's activities, and seeking to continually improve our practice.

I have played a key role in visioning and setting up Keele's cross-university research institute the 'Institute for Sustainable Futures'. This Institute, one of only three overarching research institutes in the University, catalyses interdisciplinary research that focuses on sustainability solutions and partnership working with external organisations. I contribute to the steering groups of Keele's major Living Lab energy projects, our Smart Energy Network Demonstrator, and national HyDeploy project, bringing an education and social science research focus to these major low carbon energy/engineering projects on the University campus. I have played a key role in university-wide sustainability and climate action strategy development, and turning strategy into reality, to enable Keele University to become a sector leader for sustainability.

My experience of driving change for sustainability extends beyond higher education through extensive partnership working with other educational providers, small to multi-national businesses across the energy sector amongst others, not-for-profits, and public authorities, as well as engagement with policy makers. I believe in 'joining the dots', the power and necessity of collaboration and partnership across diverse sectors and disciplines, and above all relationship building to address the urgency of society's sustainability challenges.

I have been closely involved with the EAUC throughout my career in the capacity of, amongst others, EAUC Fellow, Green Gown judge and chair, contributor to events, webinars, conferences and communities of practice, advisor on Education for Sustainable Development, as well as support of the Keele-hosted EAUC conference in 2018. As a member of the EAUC board I will bring energy and enthusiasm, a pragmatic, solutions-orientated approach, and an eye for new opportunities along with extensive experience of leading whole-institution change. Above all I will bring a commitment to supporting the EAUC to be the best it can be as a global leader in driving the urgent change required across the further and higher education sectors to enable a sustainable future.

5. Resolution - Paper AGM21-02 - Election of a Board Member who will act as Company Director and Charity Trustee – Sustainability Professional/Practitioner

Due to 2 retirements from the Board we have 2 vacancies. In order to ensure we have representation from the academic field the Board request at least one of the Board Members elected is from an academic which is elected under Resolution AGM21-01.

For the other vacancy the Board are looking for a Sustainability Professional / Practitioner.

The EAUC is committed to equality and valuing diversity within its workforce and trustees and actively encourages diversity in nominations. You can view our Equality and Diversity policy [here](#), which is currently under review.

The Board have received 4 nominations. You may vote for **1 (ONE)** candidate only.

Resolution AGM21-02	Your Instruction
To elect <u>Sarah Briggs</u> as Trustee/Director	for/against
To elect <u>Louise Ellis</u> as Trustee/Director	for/against
To elect <u>Charmaine Morrell</u> as Trustee/Director	for/against
To elect <u>Helen Rutherford</u> as Trustee/Director	for/against

Candidate Statement – Resolution AGM21-02

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](#).

For this vacancy the Board are looking for a Sustainability Professional / Practitioner.

The EAUC is committed to equality and valuing diversity within its workforce and trustees and actively encourages diversity in nominations. You can view our Equality and Diversity policy [here](#), which is currently under review.

1. BRIGGS, Sarah

Job Title: Sustainability Project Officer

Institution: Keele University

Strategic Alignment

Committee or working-group Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Experience of making an impact through committees or working-group membership inside or outside the workplace
1 - Low	N/A	1 - Low	N/A	2 - Medium	2 - Medium

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
2 - Medium	3 - High	1 - Low

Knowledge Exchange

Curriculum Policy & Strategy	Sustainability Leadership – Academic	Sustainability Leadership - Operations
2 - Medium	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	N/A	N/A	2 - Medium	1 - Low	N/A

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)
1 - Low	2 - Medium	1 - Low

Profile:

In 2014 I made a career change, enrolling as a mature student to study BSc Environment and Sustainability at Keele University. As a student, I applied the same approach I have throughout my life, grasping every opportunity to volunteer with sustainability programmes, delivering Science for Sustainability workshops to schools, becoming an auditor through Green Impact, and joining the student team to organise the World Student Environmental Network Summit. The experiences I gained as a student fired up my passion to lead in sustainability through my new career; I applied

to become Keele's Sustainability Project Officer before my dissertation was complete, and the last four years have enabled me to grow beyond my expectations, and I'm now looking to apply the knowledge, skills and expertise I've developed to lead in sustainability beyond Keele.

Although early in my career as a Sustainability Practitioner, I bring energy, innovative approaches and a determined passion to drive change to my role that is based on a deep personal ethos and commitment to sustainability. Completing a leadership for sustainability course, and joining the Our Shared World social movement to campaign on the role of education, have given me skills that would enable me to contribute to Board discussions objectively, openly and impartially, whilst showing my desire to learn and reflect on my own practice and approach. I am also nearing completion of my MA in Higher Education Practice, and have studied and developed practice alongside my role over the past 4 years. Both my MA and the leadership course involved action research, and I see myself as a researcher practitioner, learning from my work in embedding sustainability and championing the role of universities as learning institutions, not just places where learning takes place. I would bring this approach to a role on the Board.

My role at Keele enables me to work with colleagues across the university, building relationships and networks which have laid the foundation for me to drive action, lead projects and champion colleagues who are driving change through a distributed leadership approach. My ability to work as a team member despite not being within these teams, linking in with academic and professional services staff to forge genuine relationships that facilitate action, and building strong links with teams across the Students' Unions to facilitate partnership between the university and SU, has enabled a wide range of projects to be introduced and developed over the past 4 years, having a positive impact for thousands of students. These have ranged from Weigh to Go, our zero waste shop; Eat, and Drink, Rinse, Repeat, our reusables schemes; the Sustainability Benchmark and staff sustainability network; Vote Leaves tree planting for votes in 2020; Keele Schools Climate Summit; the Student Sustainability Symposium; the Great Donate Halls Move Out scheme; Sustainability Voice Reps; and the Sustainability Intern programme. By building relationships, collaborating and strengthening partnerships with the SU, Estates, Catering, Keele Postgraduate Association and students themselves, previous practice has been challenged and changed enabling students to benefit from experiential learning, whilst colleagues develop practice and embed sustainability through their professional roles.

In addition to making projects happen, I believe knowledge and learning is only powerful when shared. I have co-delivered a number of conference sessions sharing learning from partnership and collaboration with KeeleSU and Estates, sharing practice from embedding sustainability into curricula from Foundation year interdisciplinary projects to Medicine at the AdvanceHE conference, to hosting support day events. I champion the student voice and bringing students into such events, and would bring my experience of engaging students through the core curriculum, co-curriculum and hidden curriculum to the role on the EAUC Board. Further my experience of working with a diverse range of colleagues across all areas of the university, from lecturers to communications, HR to student services, grounds to accommodation, give me a wide-ranging understanding of how to bring together different perspectives and interests. The ability to make connections across teams and bring people together demonstrates my interpersonal skills, but also

shows my ability to see the value and links between projects. Furthermore, this has enabled me to work strategically to align activities to have a bigger impact. My approach to embedding ESD through all we do was central to being recognised as part of the team winning a Collaborative Award for Teaching Excellence (CATE) from AdvanceHE in 2020.

A final area of experience I would draw on as a member of the EAUC Board is from engagement with committees and working groups at Keele. As a member of Keele's Environment and Sustainability Steering Group, I feed in to strategic discussions around sustainability developments and reporting. I also sit on Keele's Sustainability Communications Group, Sustainable Food Group, and the Keele Institute for Innovation and Teaching Excellence Education Committee and Elective Pathways Working Groups. Through each of these fora, I feed into discussions and challenge practices for Keele to continue being innovative and at the forefront of leading sustainability, whether through institution-wide curriculum developments, catering and food, or how we communicate our achievements and action.

As an advocate for student leadership and empowering students to become agents of change, I feel it is time to put myself forward to take on a leadership role in sustainability beyond Keele. I would relish the opportunity to learn from other Board members, bringing in my creativity and innovative approach to support the EAUC in ongoing leadership to tackle climate change, drive meaningful change through education for sustainability, and supporting universities to create the next generation of leaders for a socially responsible, sustainable future.

2. ELLIS, Louise

Job Title: Director of Sustainability

Institution: University of Leeds

Strategic Alignment

Committee or working-group Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Experience of making an impact through committees or working-group membership inside or outside the workplace
3 - High	3 - High	3 - High	3 - High	3 - High	3 - High

Impactful Advocacy

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

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
2 - Medium	2 - Medium	3 - High	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)
1 - Low	3 - High	2 - Medium

Profile:

It has never been so important to work collectively and collaboratively to strive for a sustainable future, where environmental and social equity is realised. Organisations, such as the EAUC, have a core role to play on facilitating and harnessing this collaboration, to create creative solutions and real change. I believe I can play a role in helping this to happen. I can bring to EAUC a broad range of experience from within and outside of the HE sectors. I have been working in the sustainability field since the mid-90s (that's scary saying it out loud!), working first in the energy sector for Mott MacDonald and then subsequently in corporate sustainability with Deloitte. I then made the jump to Higher Education, completing my PHD at the University of Leeds and then being luckily enough to secure an academic role. In this role I developed and taught undergraduate and postgraduate sustainability programmes and developed the first MSc in sustainability and consultancy. From this role I combined my experience of organisational sustainability and academia and began the role of Director of Sustainability here at the University of Leeds. With this experience, including several years' of senior level leadership in sustainability, I understand both the need for systematic, institutional change as well as behaviour change at a more localised level. I also understand the challenges and opportunities of both the professional services and academic communities and how to link them together.

It is vital that we see sustainability as a holistic challenge, with its foundations in equity, I can bring the skills needed to understand complex problems in a pragmatic way but still achieve real change. I think hearing others' lived experiences both in terms of equality and environmental impacts are key moving forward, we must capture these and ensure they are represented in our decision-making. Building on both my professional and personal experience this is something I am confident I can play a role in making happen as part of the EAUC board.

3. MORRELL, Charmaine

Job Title: Head of Sustainability

Institution: Nottingham Trent University

Strategic Alignment

Committee or working-group Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Experience of making an impact through committees or working-group membership inside or outside the workplace
3 - High	2 - Medium	3 - High	1 - Low	1 - Low	2 - Medium

Impactful Advocacy

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

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
2 - Medium	2 - Medium	2 - Medium	2 - Medium	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	3 - High	1 - Low

Profile:

As a Chartered Environmentalist, I am passionate about climate and social justice and consider it a privilege to lead sustainability at Nottingham Trent University, an institution that spans both HE and FE. I work alongside the Executive, the Students' Union, Academic Schools, Professional Services and with external partners, to embed sustainability into the strategic vision and all areas

of operations. Before joining the University, I worked as a sustainability leader in numerous sectors, including construction, infrastructure, manufacturing and consultancy, as well as having been a director for a manufacturing company, which has afforded me great experience to bring to this role. Above all, I am a passionate advocate for achieving positive environmental and social outcomes through collaboration and partnerships.

Sustainability is at the forefront of government strategy and public interest and it is imperative that we harness this enthusiasm to drive significant improvements by collaborating and uniting more as a sector centrally, through the EAUC. I whole heartedly believe in the value of collaboration, already working closely with other EAUC members on various elements of our shared sustainability agenda, but now is the time to ramp up a national collaborative effort to drive real change.

Anyone who knows me knows how committed and persistent I am both personally and professionally. When I'm not working, I love getting up into the mountains where I am, *slowly*, ticking off the Wainwrights. If I were to be elected as an EAUC Trustee, I would drive progress through collaboration, hard work and tenacity. I will bring a high level of commitment, energy, experience, and knowledge to the role, in order to derive maximum benefit and share best practice, across the HE and FE sectors, as sustainability and net zero carbon are important to college and university students alike.

I believe that together, we can take even greater strides to enable our sector to achieve a more sustainable future, preparing the next generation of sustainability leaders, and continuing to lead by example across our physical environment for our learning community. The EAUC is a great organisation whose values on sustainability, collaboration and diversity in the sector are strongly aligned with my own and I would be honoured to serve as a Trustee.

4. RUTHERFORD, Helen

Job Title: Head of Campus Facilities Management

Institution: Staffordshire University

Strategic Alignment

Committee or working-group Governance	Corporate Risk Management	Corporate Strategic Planning	Executive Senior Management	Organisational Development	Experience of making an impact through committees or working-group membership inside or outside the workplace
2 - Medium	1 - Low	1 - Low	1 - Low	2 - Medium	2 - Medium

Impactful Advocacy

Change Leadership	Marketing/PR	Political Insight & Policy Influence
2 - Medium	1 - Low	3 - High

Knowledge Exchange

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

Stronger Community

Community Partnership Development	Student Engagement
2 - Medium	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:

During my working life so far, I have been involved in delivering and developing environmental awareness, increasing sustainability within operational aspects and changing behaviour in relation to working and living sustainably. I have a great interest in sustainability, green technologies, but also how these can impact on people's lives and how we can work together to find novel and practical solutions to environmental and sustainable issues.

Being within a higher education institution provides a great opportunity to transform the communities and lives which we interact with on a daily basis. It should be seen as a privilege to be able to influence the future generations in protecting and enhancing the environment.

Collaborative working and the opportunity to be part of the Board of Trustees would allow me to be able to shape the future of the Alliance and ensure its sustainability, within the ever changing landscape of education.

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 this Trustee was as follows:

- In April 2021 we asked for applications from the membership. We received 6 Trustee nominations. All applications have been verified and the Board put forward all of the applications for vote.
- Votes are taken by Educational Members **ONLY** 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. No voting will take place at the physical AGM.
- Only one vote is cast per member institution. We have asked all Key Member Contacts to inform us by 17th May 2021 if they wish to change the nominated person who will vote on their institution's behalf, if we have not been notified of any changes this defaults to the Key Contact. The nominated person will be sent secure voting details direct with instructions on how to vote directly from Civica (formerly called Electoral Reform Services).

The voting process, as previously, is administered on our behalf by [Civica](#) 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 three Sub-Committees – Audit, People and Performance and Income Generation and Organisational Development. 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 does a Trustee stay 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 with the vote?

The Board wish to ensure that one vacancy is for an academic and one vacancy is for a sustainability professional / practitioner. This is why there are two resolutions to vote on. The first resolution is to vote on an academic and we have received 2 applications. The second resolution is to vote on the second vacancy for a sustainability professional / practitioner and we received 4 applications. Those who have the majority vote for each resolution will be appointed.

Will Members see all the applications before the AGM?

Yes they are included in the voting details. Members will see all of the nomination applications received unless there is a legal or constitutional reason why they cannot be considered for nomination. All have been verified so all nominations are included.

Who currently sits on the Board?

You can view the current Board at www.eauc.org.uk/our_executive_committee. We currently have 9 elected trustees, plus 2 Country Branch Conveners (the Wales Branch Convenor is currently vacant) and the CEO. Our constitution states a maximum of 9 elected trustees. We have 2 trustees retiring from the Board at the AGM as they have served their maximum term. Therefore we will have 2 vacancies on the Board.

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.

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 and to talk to us before submitting your nomination please email Jim Longhurst, Chair of the Board, at James.Longhurst@uwe.ac.uk or Fiona Goodwin, EAUC Director of Operations and Planning and Company Secretary - fgoodwin@eauc.org.uk and 01242 714321.

- You can view our constitution 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.
- You can learn more about the role of a Trustee at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

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
- 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

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

END