



Dear EAUC Member

I have pleasure in sending you papers for our forthcoming AGM. It will be held at 11:30am on Tuesday 27 March 2012 at the University of York. For those unable to attend in person you are able to vote online and details will be sent to your appointed representative on how to do this.

With this mailing are the following supporting papers:

- AGM Procedures
- AGM Agenda
- Minutes of the last AGM
- Resolution Paper AGM12-01
- 2011 Annual Trustee Report and Financial Statements

**Please note:**

We ask that members raise substantive questions by email to the Company Secretary at [fgoodwin@eauc.org.uk](mailto:fgoodwin@eauc.org.uk) by Monday 19th March. This will allow the Trustees to prepare a full and competent 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](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 (30) entitled to attend or by proxy – whichever is the lesser. So we need at least 25 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 AGM's there will be areas that we require Members to vote on (Resolutions). Each Resolution will be put to a vote by the Chair. Voting is decided on a show of hands of those present which is added to the votes made by proxy prior to the meeting.

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The Chair will then decide if the vote is carried unanimously or by a particular majority. The Chair declares the result and does not need to count or prove the number or proportion of votes. The Chair is entitled to a second or casting vote.

### **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 will receive 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](mailto:fgoodwin@eauc.org.uk).

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The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

27 March 2012 – 11:30 at the University of York

Agenda

1. Welcome and Apologies  
*Paul Cross, Chair of the Board*
2. Approval of Minutes of 2011 AGM  
*Paul Cross, Chair of the Board*
3. **Resolution Paper AGM12-01** - Election of Board Members who will act as Company Directors and Charity Trustees  
*Paul Cross, Chair of the Board*
4. Review of the Year - 2011 Annual Trustee Report & Accounts  
*Iain Patton, CEO & Neil Scott, Treasurer*
5. Future Plans & 5 Year Strategy Discussion  
*Iain Patton, CEO & Robert Bellfield, Chair of the Board*
6. Vote Results  
*Robert Bellfield, Chair of the Board*
7. Any other business  
*Robert Bellfield, Chair of the Board*

**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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The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

12th April 2011

University of York

Chair – Paul Cross, Chair of the Board

## Minutes

The Chair introduced the Board and their responsibilities: Paul Cross as Chair of the Board and sits on the People & Performance Sub-Committee as well as the HEFCE SD Group and the AUDE SD Group; Neil Scott as Treasurer and Chair of the Audit Sub-Committee; Neil Smith sits on the HEEAF group; Fraser Lovie as Chair of the Scotland Branch and sits on the People & Performance Sub-Committee; Harriet Sjerps-Jones as Chair of the Membership Advisory Council and sits on the People & Performance Sub-Committee; Diane Dale as a Board member; Georgiana Weatherill as Chair of the People & Performance Sub-Committee & sits on the Audit Sub-Committee; Robert Bellfield sits on the Audit Sub-Committee; Helen Manns sits on the Audit Sub-Committee and Fiona Goodwin is the Company Secretary. The Chair confirmed that the Board meet four times a year and meet via video conference were possible.

### 1. Apologies

Apologies were noted from Lee Probert (Hull College).

### 2. Minutes of 2010 AGM

The minutes were approved.

### 3. Matters Arising

There were no matters arising.

### 4. 2010 Annual Report / Report of the Trustees and Financial Statements

The Chair presented the Trustee Report and Financial Statement. A copy of the Trustee Report and Financial Statements can be found on the EAUC website at:

[http://www.eauc.org.uk/eauc\\_governance](http://www.eauc.org.uk/eauc_governance).

Highlights of the Annual Report were the new Vision, Mission and Values of the organisation. The Chair commented that the values are to help guide the Board to make decisions. It was noted how wide the breadth of membership is and how this highlights that sustainability is being embedded within the sector.

The Chair confirmed that there were currently no vacancies on the Board and confirmed that in future all applications received will go to vote by Members. The Member Advisory Council (MAC) will help with clarifying this process.





The Chair highlighted the increase in membership and particularly the growth in Further Education. The value of membership was also noted with increased value as contacts within member institutions continues to grow. Other highlights noted were:

- Working with Staffordshire University on the Sustainability Exchange project funded by HEFCE LGM Grant
- Improvements within our Member communications such as earth and enews
- Continuing Professional Development (CPD) and how we are looking at future developments into virtual options
- Working more closely with strategic partners
- International partnerships with ACTS and AASHE

The Treasurer, Neil Scott, presented the Financial Statements. It was noted that a small loss was made in the year. The increase in income was largely due to restricted funded projects. NSc noted that the Board takes prudence with the surplus and confirmed the reserves are approximately £45,000 and therefore the surplus exceeds this. NSc confirmed that the Audit Sub-Committee produces a risk register and monthly reports to show financial cashflow to ensure probity and good financial management.

#### **5. Changes to Articles – Special Resolution Paper AGM11-01**

The Chair outlined the Special Resolution Papers. The Chair confirmed that the changes went through an extensive Member consultation prior to the AGM. The voting guidelines were presented on screen and the Chair confirmed that 75% of votes were required to pass the changes.

##### **Vote 1: Change of Definition**

It was voted to accept the new definition to include the Learning & Skills Sector. The voting results were:

In favour	29
Against	0
Overall % in favour	<b>100%</b>
Result	Carried

##### **Vote 2: Inclusion of CEO as Trustee**

A question was raised on measures of dealing with conflict of interests. The Chair confirmed that the CEO would leave the meeting when such issues discussed and does not have a vote on such issues. It was also confirmed that the CEO is not allowed to sit on the Audit or People & Performance Sub-Committees. The Chair confirmed that any conflict of interest is to be declared by any Trustee and the minutes of Board meetings are available on the EAUC website.

It was confirmed that the CEO could not be Chair of the Board as the role of the Chair of the Board is to line manage the CEO. Voting results: 29 in Favour, 2 against. There were questions on who was allowed to vote and who was counted. FG collated all attendance sheets and confirmed that only one Educational Member per institution was allowed to vote and that any Company Members or Strategic Partners were not included in the vote. Following the vote there was confusion over abstentions (of which there were 9).

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The Chair called that the vote did not carry as abstentions were included in the calculation of the percentage of votes (72.5% in favour).

### **POST MEETING AMENDMENT**

To ensure we are clear and robust in our dealings at the AGM, we have sought legal advice on the matter from our lawyers, Anthony Collins Solicitors LLP. They have advised us that an abstention should be counted as neither a vote 'for' nor 'against' a proposal and therefore any abstentions are not to be included in the count of votes. With this clarification we regret to inform you that an incorrect vote was recorded at the AGM.

This means that the outcome of vote number 2, the proposal to include the Chief Executive of the EAUC as a member of the EAUC Board, will be changed. This was incorrectly recorded as a 'no vote' as the abstentions were included incorrectly into the overall percentage.

To confirm, the results for vote number 2 are as follows:

In favour	29
Against	2
Overall % in favour	<b>93.5%</b>
Result	Carried

### **Vote 3: Inclusion of up to 3 out of sector Trustees**

There were concerns raised on the selection criteria. The Chair confirmed that it would be a public request for applications and all votes would go to Members and the Board may recommend against skills gap analysis on the Board. Concerns on the balance of the Board that 3 out of the 9 Trustees could be out of sector was too much. It was suggested that such people could attend in an advisory capacity. The voting results were:

In favour	22
Against	9
Overall % in favour	<b>70.96%</b>
Result	Not Carried

### **Vote 4: Inclusion of Functions of the Board & Chair & Regional groups**

Voting results were:

In favour	40
Against	0
Overall % in favour	<b>100%</b>
Result	Carried





### **Vote 5: All other changes as required by Company Law and best practice**

Voting results were:

In favour	42
Against	0
Overall % in favour	<b>100%</b>
Result	Carried

### **6. EAUC – Future Thinking & Launch of Membership Advisory Council**

Iain Patton, CEO, presented the future thinking of the organisation and highlighted lobbying on behalf of Members as a focus. Harriet Sjerps-Jones, Chair of the Membership Advisory Council (MAC), launched the MAC and directed Members to further information at the end of the AGM and encouraged all to sign up in the Exhibition Centre to register their interest.

### **7. Next AGM & Conference**

The dates and venue are yet to be confirmed and Members will be notified as soon as they are.

### **8. Any Other Business**

It was asked which bank the EAUC use and what interest rate they achieve. FG confirmed that the EAUC use the Co-operative Bank and will confirm the interest rate.

### **POST MEETING NOTE**

The interest rate on the current account is 0.25% and on the 14 day account is 0.15%.





## Resolution - Paper AGM12-01

We have TWO available trustee positions for election.

Please read the **Background Information** before casting your vote.

Please read the **candidates' statements** before casting your vote.

### Resolution:

To elect **Roger Bond** as Trustee/Director

To elect **Marie May** as Trustee/Director

To elect **Richard Maxwell** as Trustee/Director

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

### Background Information

As well as fulfilling a governance and oversight role, EAUC's trustees agree the strategy and priorities of the association.

Due to two trustees (Paul Cross and Neil Smith) stepping down at the 2012 AGM we have **two vacancies** to fill on the Board of Trustees. The Board are particularly looking for the following skills and specifically look for out of sector experience as we value a broader perspective this brings:

- **Strategic/Policy expertise** – ideally with previous board experience, Director/Senior Management level
- **Sustainability professional** – ideally a senior level practitioner, preferably with higher education experience, Director/Senior Management level
- **Human Resources professional** – or with HR expertise or background, Director/Senior Management level

### How does the process work?

As per our constitution, only Educational Members can apply to be a trustee and director. That means trustee nominees have to work in an organisation that is a current Member and they are from a university, college or learning and skills sector provider. Company Members and Strategic Partners are not eligible to apply. All nominees have been verified as eligible to apply. The process for selecting trustees is as follows:

- We asked for Trustee Nominations in January 2012. We received 3 Trustee Nominations.
- The Board select their recommendations if required – the Board have agreed that a recommendation is not required for this particular vote.
- All applications received (three) 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 23rd February if they wish to change the nominated person who will vote on their institution's behalf. The nominated person will be sent voting details direct with instructions on how to vote

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For full details of how this process works please refer to our Constitution at [http://www.eauc.org.uk/eauc\\_governance](http://www.eauc.org.uk/eauc_governance).

### **How does the Board decide what skills are required?**

The People & 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 & Performance Sub-Committee then put forward their recommendations to the Board who approve the skills to recruit. It was felt that a sustainability professional is required to replace the skills of Neil Smith and strategic expertise is required to replace the skills of Paul Cross. It was also felt by the Sub-Committee that the organisation would benefit from having HR skills. There are two positions available so the aim is to recruit two people who have these combined skills.

### **What is required from a trustee?**

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

Board members are also expected to lead or participate in at least one sub-committee dealing with specific aspects of the EAUC's activities, and 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 stand 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 a trustee leaves their employer and no longer works for a university, college or learning and skills sector provider that is an EAUC Member they have to vacate their position.

### **Who currently sits on the Board?**

You can view the current Board at [http://www.eauc.org.uk/our\\_executive\\_committee](http://www.eauc.org.uk/our_executive_committee). We currently have 8 elected trustees, 2 Branch Convenors and the CEO. Paul Cross and Neil Smith are vacating their positions at the AGM on 27 March 2012. The new positions will be activated if voted by Members at the AGM on 27 March 2012.

### **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.



## 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 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

**Candidate Statements**

**1. BOND, Roger**

**NB:** Areas highlighted in Bold are areas required by the Board

**Summary**

Job Title: Estates Director

Institution: University of East Anglia

**Background**

<b>Higher Education</b>	Further Education	Learning & Skills	Other Sector Provider	<b>Out of Sector</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Expertise**

<b>Campus</b>	Community & Students	Teaching, Learning & Research	<b>Sector Senior Management</b>	<b>Out of Sector</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**Skills**

<b>Strategic Leadership</b>	<b>Organisational Development (Board experience)</b>	Financial Management	Curriculum Policy & Direction	Business & Enterprise	<b>HR &amp; Staff Development</b>	Political Insight & Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Profile:**

I am a strategic thinker with extensive knowledge of Higher Education Institutions (HEIs) operation. I have influence within the HEIs Estates and within the Construction and Property Industries. As a UEA Utilities Director and School Governor I am aware of the responsibilities of being a trustee. Personally I am tactful but not afraid to speak by mind. I believe in the philosophy of One Planet and feel that education of sustainability and EAUC’s role in that education, make a difference.

- I was Regional Chair of AUDE East Midlands Group from 2010 – 2011
- Member of the AUDE Executive with special remit for Sustainability in the built environment 2010 – 2011
- Chair of the AUDE Sustainability Advisory Group 2009 – present, sourcing research projects and policy guidance to HEIs and Estates Departments
- Member of the HEFCE Sustainability in HE Group 2008 – 2009 as an AUDE representative for the HE Estates
- Part of the Committee that produced the Sustainability in HE HEFCE Guidance Note
- AUDE Sustainability Working Group delivered research on 1960’s alteration and refurbishment of buildings guidance note.
- Co-ordinator and leader of Energy Management Group for UEA University working with PVC to develop a University wide sustainability Board
- Originator of Sustainability Manager post within Estates driving sustainability throughout the whole University towards ISO14001
- Originator and Co-ordinator with PVC for University Sustainability Board
- Member of many boards within the University both externally and internally (UEA Utilities, UEA Property Services, UEA Residential Ltd)
- Member of Student Experience Committee, University Health & Safety Committee, University Equality and Diversity Committee

**2. MAY, Marie**

NB: Areas highlighted in Bold are areas required by the Board

**Summary**

Job Title: Community, Sustainability and Residential Development Manager

Institution: Sheffield Hallam University

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### Background

Higher Education	Further Education	Learning & Skills	Other Sector Provider	Out of Sector
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Expertise

Campus	Community & Students	Teaching, Learning & Research	Sector Senior Management	Out of Sector
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Skills

Strategic Leadership	Organisational Development (Board experience)	Financial Management	Curriculum Policy & Direction	Business & Enterprise	HR & Staff Development	Political Insight & Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Profile:

As Community, sustainability and residential development manager at Sheffield Hallam University for the past 7 years I have developed skills and experience in a broad range of areas relating to the sustainability agenda and I feel that this experience could contribute positively to the future development of the EAUC organisation and its members.

This may be especially useful as the future sustainability agenda in the sector is broadening to wider than the past focus on environmental performance. In addition, past roles as head of residential services and facilities manager and my ongoing experience as an associate lecturer are providing me with an insight to the various areas of a University which is proving invaluable in overcoming barriers for the implementation of policies, strategies and plans in addition to enhancing the University's reputation and branding.

As an instigator of the University's sustainability hub, a cross disciplinary initiative concerned with enhancing the sustainability agenda and our business opportunities in the research, teaching and knowledge transfer business of the University, I have also developed an understanding and empathy with non operational areas of activity that is also proving useful when supporting them in their development and business needs.

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I have recently lead the University in achieving the ISO 14001 standard across all activities and estate in the University which has also given me a keen insight into the work and impacts of such as laboratories, commercial service areas and operational activities.

I represent the University on a range of external public boards (in relation to sustainability in health, community, transport, carbon and air quality and environmental impact of our students in the city etc.) and support numerous local resident and internal boards and task groups.

In addition to this experience, I hold a range of qualifications in this field (including MA Regeneration and Environment): all of which I hope could prove a useful attribute to the EAUC and its members.

I am passionate about the sustainability agenda and contributing to the development of our sector so that we can continue and grow and play a leadership role in this broad and complex field.

**3. MAXWELL, Richard**

**NB:** Areas highlighted in Bold are areas required by the Board

**Summary**

Job Title: Head of Film and TV Production

Institution: Bristol Old Vic Theatre School (part of Conservatoire for Dance and Drama)

**Background**

<b>Higher Education</b>	Further Education	Learning & Skills	Other Sector Provider	<b>Out of Sector</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Expertise**

<b>Campus</b>	Community & Students	Teaching, Learning & Research	<b>Sector Senior Management</b>	<b>Out of Sector</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>





**Skills**

<b>Strategic Leadership</b>	<b>Organisational Development (Board experience)</b>	<b>Financial Management</b>	<b>Curriculum Policy &amp; Direction</b>	<b>Business &amp; Enterprise</b>	<b>HR &amp; Staff Development</b>	<b>Political Insight &amp; Influence</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Profile:**

I have a broad range of skills to bring to the board. As a filmmaker I have worked on the BBC's 'Human Planet', 'Tribal Wives' and 'It Ain't Easy being Green', films that have tackled and communicated the issues around sustainability and the environment.

As an educator at the Bristol Old Vic Theatre School where I run the Film and TV production department I have been responsible for carbon reduction and environmental policy implementation across the school's estates. As a result the school has hit the government's carbon reduction targets 9 years early. On a personal level I am committed to reducing my impact on the environment and I have an extensive technical and practical knowledge on many issues relating to sustainability and the environment.

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