



Dear EAUC Member

I have pleasure in sending you papers for our forthcoming AGM. It will be held at 11:10am on Wednesday 25 May 2016 at the University of the West of England, Bristol.

With this mailing are the following supporting papers:

- [AGM Procedures](#)
- [AGM Agenda](#)
- [Minutes of the last AGM](#)
- [Retirement of Trustees](#)
- [Resolution Paper AGM16-01](#) – Election of Board Members who will act as Company Directors and Charity Trustees
- 2015 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 16 May. This will allow the Trustees to prepare a full and informed response.

AGM Procedures

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

Who can attend?

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

How many Members need to attend?

We need to have a minimum number of Members to attend (a quorum) - we must currently have 25 or one-tenth of all Educational Members (20) entitled to attend or by proxy – whichever is the lesser. So we need at least 20 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. Voting is undertaken online prior to the AGM using Electoral Reform Services.

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Each Member institution has been contacted to nominate their voting representative and voting details have been sent to that person to vote prior to the AGM online. Voting can also take place in person at the AGM if the voting representative has not already voted online. The voting representative will be provided a voting card upon registration and verification. The voting cards will be added to the online voting results by an independent scrutineer and the results will be declared at the AGM by the Chair. 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 have received an email from Electoral Reform Services with secure voting instructions on how to do this.

Why are you using Electoral Reform Services?

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

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

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The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

25 May 2016 – 11:10 at University of the West of England

Agenda

1. Welcome and Apologies
Robert Bellfield, Chair of the Board
2. Approval of Minutes of 2015 AGM
Robert Bellfield, Chair of the Board
3. Retirement of Board Members who will act as Company Director and Charity Trustee
Robert Bellfield, Chair of the Board
4. **Resolution Paper AGM16-01** – Election of Board Members who will act as Company Directors and Charity Trustees
Robert Bellfield, Chair of the Board
5. Review of the Year - 2015 Annual Trustee Report & Accounts, followed by questions
Iain Patton, CEO & Neil Scott, Treasurer
6. Strategic Review Outline and Opportunities for Member Input, followed by questions
Lorna Pearcey, Caplor Horizons
7. Vote Results
Robert Bellfield, Chair of the Board
8. Introduction of new Chair and Treasurer
Robert Bellfield, Outgoing Chair of the Board, Janet Haddock-Fraser, Incoming Chair of the Board, Andrew Hewett, Incoming Treasurer
9. Any other business and close
Janet Haddock-Fraser, 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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Annual General Meeting Minutes
24 March 2015 – University of Leeds

Chair – Robert Bellfield (RB)

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

1. Welcome and Apologies

The Chair welcomed Members to the AGM.

Apologies were received from Marie May (Sheffield Hallam University); Helen Manns (Northumbria University); Diana Baker (Salford University); Roger Bond (University of East Anglia)

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

2. Approval of Minutes of 2014 AGM

The minutes were approved. No issues were raised.

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

RB confirmed that Helen Manns (Northumbria University) will retire from the Board as a Director and Trustee as of this AGM. Helen has served her maximum term of 5 years. Within the year we also had retirements from Diane Dale (Wiltshire College on 2 July 2014) and Harriet Sjerps-Jones (University of Exeter on 22 August 2014) as they both left the sector. We thank Helen, Diane and Harriet for all their help and support they have given to the EAUC.

4. Resolution Paper AGM15-01 – Election of Co-Opted Board Members who will act as Company Director and Charity Trustee

Our first resolution is to elect two co-opted trustees onto the Board. The Board is able to co-opt trustees in between AGMs when vacancies arise to ensure the Board maintains the skills and representation required. Due to Diane and Harriet retiring from the Board during the year, the Board co-opted Chris Long of Bridgend College to ensure Further Education continued to be represented and Janet Haddock-Fraser of Canterbury Christ Church University to ensure academic knowledge was represented on the Board. The Board is recommending to Members to vote in favour of continuing both of these appointments. The results of the vote will be announced at the end of the meeting.

5. Resolution Paper AGM15-02 – Election of Board Member who will act as Company Director and Charity Trustee

We also have one vacancy to fill on the Board of Trustees. The Board is particularly looking for the financial expertise including risk management and budget setting, ideally at Director/Senior Management/Deputy level, as well as previous Board experience and out of sector experience as we value the broader perspective this brings. This person will take on the role of Deputy Treasurer. We received 2 nominations – Dianne Handley at Nottingham Trent University and Andrew Hewett at University of Dundee. You may vote for up to one candidate only. The results of the vote will be announced at the end of the meeting.





6. Review of the Year – 2014 Annual Trustee Report and Accounts – Presented by Iain Patton and Neil Scott

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

Member Value

- The EAUC is committed to find new models for sustainability. It is particularly challenging with the increased pressure on funding, whilst these have stabilised for Higher Education, there will be more to come for Further Education
- We developed new Member-groups in 2014 such as the Self-leadership Community of Practice, the North West England regional group and Dr Zoe Robinson, Director of Education for sustainability at Keele University, became the new convenor for the SHED Community of Practice. In 2015 we have a new Energy Community of Practice which has been leading on the Display Energy Certificate consultation. Members are encouraged to contact us to join any of the groups or Topic Support Networks in Scotland.
- To ensure our Members are supported we produce many resources such as quarterly legal spotlights, an estates focused briefing in partnership with Association of University Directors of Estates (AUDE) and in-depth focused topics such as waste, fair trade, student engagement and Green ICT.
- With further cuts and challenges facing Further Education we focused on our college Members' needs and listened to Members on how we can best support them. We partnered with Salix for the £5 million college energy fund and we announced today a further £5 million round. We are working closely with the Association of Colleges to provide more support and resources – one of these outputs is the Further Education Sustainability Summit today and it is great to see our college Members here.

Member Impact

- The Green Gown Awards are extending to French speaking Canada along with France, Luxembourg, Belgium and Switzerland as well as Australasia. They show leadership in the sector and with our agreement with the United Nations Environment Programme (UNEP) we will be growing the International Green Gown Awards. The Awards connect the world and show how we can learn from each other. Hull College was the International Green Gown Awards winner for Social Responsibility and this has been very powerful for them. The 2015 Awards open on 1 May. For more details visit http://www.eauc.org.uk/green_gown_awards.

Member Innovation

- The Sustainability Exchange has been launched on a new platform and we are gaining new partners from Wales, Scotland and Further Education now that it is no longer HEFCE funded. For more details visit <http://www.sustainabilityexchange.ac.uk/home>
- LiFE is free to use for Members and we look forward to seeing how Members are using LiFE in the annual review in June. For more details visit <http://www.eauc.org.uk/life/home>.
- We have a newly elected Office Bearers group in Scotland. The Scottish Funding Council continue to be a fantastic supporter in driving carbon reduction and through the Universities and Colleges Climate Commitment for Scotland (UCCCFs) we are providing support and tools for Members and encouraging accountability. For more details visit <http://www.eauc.org.uk/ucccfs/home>.
- We are working closely with our Wales branch on the Sustainable Futures Bill and how we can support our Members

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Member Voice

- We represent Members at a variety of sector related groups such as the Association for University Directors of Estates (AUDE) Sustainability Advisory Group and have been working closely with AUDE on the University League and there is a workshop at the conference to learn more about this (the presentation can be found at http://www.sustainabilityexchange.ac.uk/where_next_for_sector_estates_environmental_met)
- We fed into the HEA/QAA graduate attributes via Board member, Harriet Sjerps-Jones
- We welcomed 11 newly elected members to the Member Advisory Council (MAC) and we are grateful for their input into Member services such as LiFE.

Member Transparency

- We are pleased to be hearing the student voice on the EAUC Board through the elected representative Diana Baker from Salford University.
- The EAUC now offsets its carbon and has completed its 3rd year of carbon reporting. Full details can be found at <http://www.eauc.org.uk/sustainability>

The floor was open to questions and comments. Below is a summary of these:

Emma Fieldhouse (London South Bank University): What is happening with the Green/University League?

IP responded that it is positive and People and Planet handed the gauntlet back to the sector and to AUDE and the EAUC to create a new set of estates metrics with Members. The EAUC is acting as the broker on discussions with other groups for other areas of the league such as HEA and BUFDG.

David Somervell (University of Edinburgh): AUDE announced the ARUP workshop and can these be shared across EAUC networks as well? The AUDE document is locked for AUDE Members only – can this be made public?

IP responded that this has been agreed and details will be forthcoming.

IP handed over to Neil Scott (NS), Treasurer, to provide an overview of the Annual Accounts. NS highlighted the following areas:

- Last year we made a surplus of £34,338 against a £10k budgeted surplus. We have had movements in the year in our finances with a decrease in income and a decrease in expenditure. We have a slight reduction (0.06) in staffing and had 8.87 full time equivalent staff.
- 32% of our income comes from Membership, 21% from the Annual Conference and 25% from public funding from the Scottish Funding Council. 20% of our income comes from Products and Services such as the Green Gown Awards. Our governance costs are very low and are only 2% of our expenditure.
- We have had a slight decrease in Membership, mostly from Company Membership, but this still brings in a significant £26k which reflects our valued relationships. We have 215 Members against our target of 195. 37% of our income is from Educational Membership which is an increase from 32%.
- Our renewal rate has increased to 87% yet we continue to feel the impact of mergers and the uncertainty in Further Education.
- Income diversification is important and so are our relationships with companies for the sponsorship of the Sustainability Exchange and partnerships with companies such as Tusker, Cycle Solutions and Better World Books.





- Looking to 2015 we are budgeting for a £10k surplus. We are estimating a 10% decrease in Educational Membership but also aim to achieve 19 new Educational Members. We have maintained our expenditure budgets at a similar level.
- In late 2015 we will be transferring employment of staff from the University of Gloucestershire to the EAUC. We kindly thank the University of Gloucestershire for its continued support. We will incur a minor one-off impact on our finances for legal fees. We have reserves of £160k and it is most important to maintain this for such one off impacts to ensure a sustainable future for the organisation.

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

7. Driving Sustainability Leadership and Future Plans – presented by Iain Patton and Wendy Purcell, Trustee

IP highlighted the future plans for the EAUC which included:

- The sector is changing and we need to change with it. We need to meet the needs of our more advanced Members, for example, the Leadership Summit with the inaugural delivery of the CBIS programme designed by Harvard University.
- The Universities and Colleges Climate Commitment for Scotland (UCCCfS) is leading the way with their carbon reporting.
- We need to ensure we continue to make the links with partners such as Association of Colleges, UNEP, IEMA and our Sustainability Exchange partners. Also internationally, at this conference, we have the world's first sustainability networks meeting and we are aiming to speak coherently together at COP21 in Paris later this year.

WP highlighted the driving sustainability leadership plans:

- The drivers, especially in higher education, are not there. We need to empower the Chairs to ask hard hitting questions to their senior teams. We need to place sustainability as a top team agenda item. We have revisited the language we use and we talk more about resilience. The Business Guide for University Governors will be launched at a workshop at this conference. This Guide has a foreword from the Committee of University Chairs and has been endorsed by the Leadership Foundation for Higher Education.
- The Guide includes case studies of how universities are doing this. It includes questions that Boards and senior teams can ask to drive desirable action from the top.
- We are in dialogue with the Association of Colleges to consider a similar Guide for Further Education.
- We want to have further discussions with Members on how we get this into the policy agenda, especially with a new Government coming in. We need to support leaders and influence the leaders for tomorrow.

The floor was opened for questions and comments on the future plans. Below is a summary of these:

David Somervell (University of Edinburgh): Will we be sending hard copies of the guide to each Principal to bring to attention of sustainability committees?

WP responded that the guide is aimed at chairs and governors. But we will take advice on how best to disseminate. We want to drive desirable behaviour for change to ask questions.

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Daniella Tilbury (University of Gloucestershire): This is a terrific piece of work but where next? What are you doing with LEPs?

WP responded that it is on our agenda to engage this new audience. IP responded that some elements are relevant with top leaders and we are in discussions with the Leadership Foundation for Higher Education.

Jane Davidson (University of Wales Trinity St David): As Paul Lewis (Carbon Credentials) presented, policy is at the bottom of our interest in attending this conference. Where next? How do we influence all political parties for drivers such as Wales and Scotland?

WP responded that we are gaining access to BIS and want to bring this up the agenda. IP responded that there is a policy vacuum in England and we had a recent meeting with HEFCE, NUS and University of the West of England to see how we can address this. Organisations such as HEA and HEFCE are not doing enough, and they are saying the sector needs to move into this space and to lead on sustainability. We recently held a lunch in partnership with IEMA to bring together Vice Chancellors, Pro Vice Chancellors and executives from corporates such as Marks and Spencer, National Grid and the Environment Agency. We are the broker to bring together companies and the sector. We are trying to approach policy through partnership but it is early days.

8. Vote Results (RB)

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

AGM15-01 Janet Haddock-Fraser elected
 Chris Long elected

AGM15-02 Andrew Hewett elected

RB thanked everyone for voting.

9. Close

RB confirmed that no other business has been raised. RB urged Members to get involved and that we want to hear from Members. This can be done through the Member Advisory Council (MAC), regional or Community of Practice groups or direct. RB thanked IP for his leadership, the Board and EAUC Staff for their hard work in 2014. RB thanked Helen Manns, Diane Dale and Harriet Sjerps-Jones for their contribution to the Board and David Somervell for his contribution to the Board and Scotland. RB thanked all for attending and closed the meeting.





Retirement of Trustees

Robert Bellfield (Craven College) and Neil Scott (Aston University) will retire from the Board as of this AGM as they have served their maximum term (5 years).

Within the year we also had a retirement from the Board from Marie May (Sheffield Hallam University) on 15 April 2016.

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

Who currently sits on the Board?

You can view the current Board at http://www.eauc.org.uk/our_executive_committee. We currently have 8 elected trustees, plus 2 Country Branch Conveners and the CEO. Our constitution states a maximum of 9 elected trustees. We have 1 current vacancy and 3 retiring, therefore we will have 4 vacancies on the Board.

Resolution - Paper AGM16-01 - Election of Board Members who will act as Company Directors and Charity Trustees

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

- One position to have political insight, experience and contacts regarding communicating and influencing in this regard
- One position to be in an advanced-level sustainability professional role
- All nominations would ideally be of Director/Senior Management/Deputy level
- It is desirable for nominations to have previous board experience

We received 7 nominations. You may vote for up to **4 (FOUR)** candidates only. Vote by clicking in the box next to your chosen candidate(s).

Resolution AGM16-01

To elect **Kenneth Amaeshi** as Trustee/Director

To elect **Peter Birch** as Trustee/Director

To elect **Jane Davidson** as Trustee/Director

To elect **Trevor Humphreys** as Trustee/Director

To elect **Simon Kemp** as Trustee/Director

To elect **Peter Rands** as Trustee/Director

To elect **Tom Yearley** as Trustee/Director

Your Instruction

for/against*

for/against*

for/against*

for/against*

for/against*

for/against*

for/against*

We received 7 nominations. You may vote for up to **4 (FOUR)** candidates only.

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

Please read the [candidates' statements](#) before casting your vote.

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

Candidate Statements – Resolution AGM16-01

1. AMAESHI, Kenneth

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

Summary

Job Title: Head of the Strategy Group, Reader in Strategy & International Business and Director of the Sustainable Business Initiative (SBI)

Institution: University of Edinburgh

Background

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

Expertise

Campus	Community and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input 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 and Direction	Business and Enterprise	HR and Staff Development	Political Insight and Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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Profile:

My name is Dr Kenneth Amaeshi – I am a sustainability expert and leading academic at the University of Edinburgh. I am currently Head of the Strategy Group, Reader in Strategy & International Business and the Director of the Sustainable Business Initiative (SBI). Other posts include Visiting Faculty at the Cranfield University School of Management and at the Lagos Business School, Nigeria.

I have researched the topic of sustainability extensively and resultantly published 2 books, numerous papers in the Financial Times list of top management journals and many articles. I will be publishing a new book in 2017 titled: *Strategies for Incorporating Sustainability in Management Education: An Interdisciplinary Approach*. This aligns closely with the EAUC’s cause and complements the work I have done with United Nations Principle on Responsible Management Education (UNPRME) and the Association of Business in Society (ABIS).

I also serve on the Editorial Board of the Journal of Business Ethics (FT 45 Journal) and as an Associate Editor, Business Ethics: European Review.

Subsequent to my time working in the private sector as a management consultant, I have gained academic experience at universities across the UK and Africa. I joined the University of Edinburgh Business School in 2010 and noticing the lack of sustainability research and engagement with sustainability professionals, I founded the Sustainable Business Initiative (SBI). This is now a pivotal player in the field and provides a great platform for industry and academic engagement.

Between 2013 and 2015, I led a £315,000 project on Africapitalism involving 9 leading universities in the UK, Africa, and North America. The project, which has been successfully completed, explored the role of the private sector in the sustainable development of Africa.

I am confident that my skills, ambition, and experience will make a strong impact to the work currently undertaken by EAUC. I am well positioned to keep the board updated on the cutting-edge ideas emerging from research. Furthermore, I have a large network of academics and professionals that I am happy to engage if necessary.

2. BIRCH, Peter

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

Summary

Job Title: Engineering Services Manager

Institution: University of Liverpool

Background

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

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Expertise

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

Skills

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

Profile:

As the responsible person for compliance with environmental legislation for Liverpool University I am aware of the issues and challenges facing the sector and its members in terms of carbon environmental legislation, emissions reporting, compliance etc.

This knowledge and experience built up over a lifetime in the sector and together with my operational responsibilities and expert knowledge of CHP and district heating systems I feel I have a lot to offer the membership and the Board of Trustees of EAUC going forward.

I can relate to other fellow sector professionals and bring a sound, down to earth view to the Board as to what some of the environmental challenges actually mean on the ground for people like myself who have to deliver them on a day to day basis.

I am also passionate about contributing to the environmental debate both at academic level and also at grass roots campus level and encouraging students and raising awareness of energy issues.

I have a long proud track record of assisting students over many years gain a better knowledge of engineering services and how they affect the environment and carbon emissions.

If elected to the Board of Trustees I would give my time willingly to further its aims and contribute to the future success and development of EAUC.

3. DAVIDSON, Jane

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

Summary

Job Title: Associate PVC Sustainability and Engagement

Institution: University of Wales Trinity St David

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Background

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

Expertise

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

Skills

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

Profile:

Jane Davidson is Associate Pro Vice-Chancellor and Director of INSPIRE, (Institute for Sustainability Practice, Innovation and Resource Effectiveness) at the University of Wales Trinity Saint David. In 2013, INSPIRE won the Guardian HE Sustainability Award; in 2014, the Soil Association Gold Catering Mark; in 2015 the University rose from 113th to 8th in the UK and 1st in Wales in the People and Planet University League and Jane won 2 Green Gown Awards from the Environmental Association for Universities and Colleges – UK Leader and Best Newcomer.

Jane was a member of the National Assembly for Wales from 1999-2011 becoming Deputy Speaker in 1999, Minister for Education, Lifelong Learning and Skills in 2000 and Minister for Environment, Sustainability and Housing from 2007 – 2011 where she proposed legislation to make sustainable development Wales’ central organising principle – the Wellbeing of Future Generations (Wales) Act came into law in April 2016.

Jane has political insights, experience and contacts as a result of 20 years of political involvement as a researcher in the House of Commons, as a local councillor in Cardiff and as a Minister for 12 years in the National Assembly for Wales. She hopes her experience and skills will be of use to the EAUC.

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4. HUMPHREYS, Trevor

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

Summary

Job Title: Director of Estates and Facilities

Institution: University of Surrey

Background

Higher Education	Further Education	Learning and 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 and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills

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

Profile:

Trevor Humphreys is Director of Estates and Facilities Management at the University of Surrey with responsibility for leading the estates and facilities management function, in support of the university’s strategic objectives. Trevor has been at Surrey for a short time but is already leading the development of a new Sustainability Strategy.

Trevor is a Chartered Building Surveyor and was previously Director of Estates and Facilities at the University of Leicester. Prior to this he worked for 14 years at the University of Manchester. At Manchester Trevor was Head of Environmental Sustainability – a cross University role working with an Associate Vice-President for Sustainability in leading the development of strategy and the implementation of a partnership with the academic community as well as leading all business and operational environmental sustainability responsibilities. Trevor is interested in ensuring that EAUC is recognised as an association that is relevant to sector leaders and seen by them as adding value at a strategic level as well as at a managerial and operational level. Trevor is keen to ensure that the sustainability agenda is embedded in all institutional planning and decision making in a balanced way.

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5. KEMP, Simon

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

Summary

Job Title: Professorial Fellow in Education for Sustainable Development and University Lead, Education for Sustainable Development

Institution: University of Southampton

Background

Higher Education	Further Education	Learning and 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 and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills

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

Profile:

I am an action-focused Professor with twenty years’ experience of working in Sustainability in Higher Education. From 2012 to 2014 I was the Higher Education Academy UK Academic Lead in Education for Sustainable Development and Convenor of the SHED network. In my time on secondment to the HEA I worked on numerous projects in partnership with the EAUC including leading the Green Academy Programme of 18 HEIs and co-convening the QAA Education for Sustainable Development Guidance for UK Higher Education Providers document. I am currently the University Lead in Education for Sustainable Development and Co-Chair of Sustainability Action at the University of Southampton.

My expertise in Sustainability in Higher Education has been nationally recognised through numerous awards including Times Higher Education Most Innovative Teacher of the Year (2013), HEA National Teaching Fellow (2010), and three Chartered Institution of Wastes Management

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(CIWM) Waste Regulation Awards. I have a strong reputation for excellence in student-staff partnerships for sustainability. I established the University of Southampton Sustainability Action programme which through the years has directly involved well over 1000 students and staff in sustainability projects including 'Blackout', 'Waste Wars', 'Swap Shop', 'Business Ethics and Environment Students'. In April this year we ran what I believe to be the world's first International Student Sustainability Research Symposium involving over 130 student delegates and presenters from across the UK, and as far as Sweden, Germany and Mexico.

We stand at a critical juncture for sustainability in higher and further education. The twentieth anniversary of the EAUC gives us a tremendous opportunity to refocus and re-energise our efforts across an increasingly challenging landscape. The forthcoming Teaching Excellence Framework will have a series of unpredictable impacts, but also opportunities for sustainability. If the EAUC is to make the most of the opportunities for innovative sustainability led curriculum design and greater partnerships with the student community there is a need for senior academic leadership on the board of trustees. I intend to utilise my extensive expertise and success in engaging the academic community, estates experts and student bodies in helping EAUC to lead the sustainability challenge across the education sector and political landscape.

I am confident I have the required skills, expertise, experience and strategic vision to make a significant contribution to the work of the EAUC. I have dedicated my life to Sustainability and Education. I wish to bring my passion, innovative nature and commitment to the Trustees Board of the EAUC where I believe I can help provide the strategic direction and action necessary to change the further and higher education community at this most crucial and challenging of times.

6. RANDS, Peter

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

Summary

Job Title: Director of Sustainability Development

Institution: Canterbury Christ Church University

Background

Higher Education	Further Education	Learning and 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 and Students	Teaching, Learning and 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"/>

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Skills

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

Profile:

My current role as Director of Sustainability is a strategic and developmental one that I have held since 2010. Its scope is as broad as the sustainability agenda itself. I have been a member of the Senior Leadership Group at CCCU since 2001; having held three quite different roles in that time, and bring significant experience of a wide range of agendas and stakeholders.

My background as an Earth Scientist (Geology & Geophysics) puts me close to the environment. However, 15 years as an IT professional within HE took me into the realms of resource management and efficiency, whilst trying to deliver a sustainable service and a positive business benefit. From 2006-2010 I jointly led a major construction project, which delivered a BREEAM Excellent Learning and Student Support Centre in the centre of Canterbury, which won the SCONUL Library Design Awards (2013); combining my environment commitments with my technological background to lead on the technology and interior design elements of the building.

Since 2010, I have led sustainability at CCCU from “start to beginning” to make a difference. I have been a contributing member of the MAC since its inception; contributed to the LiFE Index development; assisted in conference planning and leadership development; been a Green Gown Award judge; and am currently co-authoring a book of Leadership for Sustainability in HE.

The EAUC has been there for me since I began in my current role, in 2010. It has brought me support, networks, collaboration, acquaintance, friendship, commitment, knowledge and skills. I value its community and its links to wider networks; but I want to help it make the step up that’s needed to take on the sustainability challenge in higher and further education. I am committed to contributing to a positive and healthy future for the EAUC, as a leader and collaborator for a sustainable future.

7. YEARLEY, Tom

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

Summary

Job Title: Head of Sustainability Delivery

Institution: University of Wales Trinity St David



Background

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

Expertise

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

Skills

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

Profile:

Tom is an experienced, ambitious sustainability leader with a proven track record of delivering improvements at higher education establishments. He is a passionate environmentalist, demonstrated in 2014 by winning an Observer Ethical Award for reducing energy use in the home. As a Chartered Environmentalist and Energy Institute European Energy Manager, Tom has promoted sustainability of both public and private sector organisations across a wide range of disciplines. He has worked either directly or as a consultant to the higher education sector since 2007 at four separate institutions and has a keen understanding of challenges and opportunities faced.

Throughout his career, Tom has aimed to achieve a broad grounding in sustainability. Before entering the higher education sector he worked successfully in consultancy across various sectors. He has developed central environmental management systems for government departments and food and drink manufacturers, aerospace companies and hospitals. He also spent 18 months working on a liquefied natural gas import terminal. This range of experience, refined in the higher education sector, has provided a firm grounding for a role that helps shape the future of the EAUC.



Tom has engaged in the research community, particularly at the University of Reading where he has worked with teams in the School of Psychology and the School of Construction Management to lead and contribute to academic publications. He is keen to promote sustainability at a University level, engaging with professional services staff, academic staff, students and community stakeholders on an equal basis. This approach has yielded great success in the fields of behavioural change towards sustainable organisations and in gaining support for low carbon innovations.

Through a focus on carbon management, Tom has led a multi-million pound carbon reduction program at King's College London. This has rapidly resulted in the reduction of carbon emissions at a growing organisation. His ability to work collaboratively, engaging all areas of the organisation and external stakeholders, has resulted in considerable project success. Tom wishes to bring these learnings to the EAUC, helping to shape large scale project delivery within the sector.

In a leadership position at the EAUC, Tom is eager to strengthen networks within the organisation and the sector more broadly. He has experience in delivering large scale, cross University projects and will draw on these skills to encourage greater knowledge exchange and information sharing across the sector. In his role at University of Wales Trinity St David, Tom is engaged with both higher education and further education organisations and is keen to champion the joint sustainable development of the sectors.

Background Information

How does the process work?

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

The process for selecting Trustees is as follows:

- We asked for Trustee Nominations in April with a closing date of 13 April 2016. We received 7 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 (7) are sent to the Educational Members who 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 as possible have the opportunity to vote.
- Only one vote is cast per member institution. We have asked all Key Member Contacts to inform us by 22nd April 2016 if they wish to change the nominated person who will vote on their institution's behalf. The nominated person will be sent secure voting details direct with instructions on how to vote.

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

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What is required from a Trustee?

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

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

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

How long do I have to be a Trustee for?

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

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

How does the Board decide what skills are required?

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

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

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

Will Members see all the applications before the AGM?

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

Who currently sits on the Board?

You can view the current Board at www.eauc.org.uk/our_executive_committee. We currently have 8 elected Trustees, 2 Branch Convenors and the CEO. The maximum number of elected Trustees is 9. The Board has the power to appoint a Trustee in between AGMs. Any Trustees that are appointed in this way are only appointed until the AGM following their co-option. Robert Bellfield and Neil Scott will be retiring from the Board at the AGM on 25 May 2016 and Marie May has stepped down from the Board, thereby providing 3 vacancies plus the existing vacancy which is why we are seeking 4 new trustees. The new positions will be activated if voted by Members at the AGM on 25 May 2016.

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.

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I need further information

If you would like more information or would like to talk to us please email Robert Bellfield, Chair of the Board, at rbellfield@craven-college.ac.uk or 01756 791411 or Iain Patton, CEO, ipatton@eauc.org.uk, 01242 714321.

- You can view our constitution, previous Board papers and Annual Reports at www.eauc.org.uk/eauc_governance.
- You can learn more about the history of the EAUC at www.eauc.org.uk/about_us.
- You can learn more about the role of a Trustee at www.charity-commission.gov.uk/Publications/cc3.aspx.

Appendix 1

Role Description for Trustee

The statutory duties of a Trustee

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

Other duties

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

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

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

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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

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