

# **ROYAL HOLLOWAY, UNIVERSITY OF LONDON**

## **School of Life Sciences and the Environment Industry**

### **Advisory Board**

### **Terms of Reference, December 2021**

#### **1. Terms of Reference of the Advisory Board**

- a. To promote the School by advising and supporting development and exploitation of opportunities and identification of risks at a strategic level.
- b. To provide external perspectives and awareness in a rapidly moving market and inform the School about best market practices and innovation in delivering its functions.
- c. To support the School with curriculum development by ensuring: degrees are relevant to the needs of society; our programmes are producing well-rounded graduates with competitive skills; transferable skills valued by employers are embedded appropriately within our undergraduate and taught postgraduate programmes.
- d. To provide insight and support for the School's work and to understand and improve the recruitment, retention and experience of students.
- e. To promote the School's talents and capabilities to a wide audience.
- f. The powers of the Advisory Board are limited to recommending strategic developments. The final decision on whether or not to act on the recommendations will rest with the Head of School and relevant Head(s) of Department(s), in discussion with the School's Executive.

#### **2. Additional input of individual members of the Advisory Board**

Individual members of the Advisory Board may decide to participate in the following activities depending upon the nature of their expertise and the time they have available to offer the following:

- a. Provide ad hoc strategic advice.
- b. Provide linkages with Advisory Board members' own networks, including professional bodies with which the School could be connected. Areas where access to Advisory Board members' networks could be useful may include (but are not limited to):
  - i. Careers advice for students;
  - ii. Staff development;
  - iii. Placement collaboration;
  - iv. Help in developing ideas for research projects that can have impact and influence;
  - v. Sourcing high profile speakers;

- vi. Contacts for internships; research collaborations
- vii. Fundraising for scholarships and development in the School.
- c. Providing input to help further enhance the student educational experience and student
- d. Acting as brand ambassadors for the School, for example in relation to introductions to collaborative working; seeking placement/internship opportunities to enrich the student experience; and/or fundraising.
- e. Attending School and/or Royal Holloway events when relevant.
- f. Mentoring or buddying an individual member of staff:
  - This would need to be on a regular basis and would benefit both the member of staff and the Advisory Board member as the Advisory Board member then can gain a deeper insight into an aspect of the functioning of Royal Holloway and can then bring this insight to the Advisory Board discussions.
- g. Advising on fundraising activities, including identifying opportunities especially those most relevant to the strategic direction and aspirations of the School.

### **3. Meetings of the Advisory Board**

- a. The Board will normally meet up to three times per calendar year, in (or as close as possible to) October, February, and July.
- b. These meetings will be online in order to facilitate a wide membership that includes members who are not based geographically close to the College.
- c. Extraordinary meetings may be called to discuss urgent matters
- d. Smaller ad-hoc meetings of a sub-group of Board members (chosen for the specific meeting) with specialist expertise may be called when constituent Departments have an urgent need for Board input.

### **4. Reporting of the Advisory Board**

- a. The Board reports to the Chair of the Board and Head of School.
- b. Formal minutes of meetings will be recorded at each meeting.
- c. At meetings, the Chair will outline the outcomes and benefits derived from advice at previous Advisory Board meetings once initiated.
- d. The Head of School will ensure that Royal Holloway's Senior Management Team are made aware of any items that the Advisory Board deems necessary. Where there are such major issues arising, these will be noted in the minutes of the Advisory Board as requiring to be brought to the attention of College Council.
- e. The School will also clearly communicate to the Advisory Board members the key messages that the School wants to communicate externally.
- f. Advisory Board members will be expected to report back on the outcomes of activities they have each agreed to undertake.
- g. The School will identify a member of staff who has responsibility for ensuring the School's commitments to the Advisory Board and to the activities agreed with individual members of the Advisory Board are followed up.