

# Programme Managers and Administrators Forum

## TERMS OF REFERENCE

### Membership:

- Programme Managers, Programme Administrators and other Departmental Professional Services Staff involved in programme delivery/student experience roles.
- Two Department Manager (usually the Department Manager Forums Co-Chairs) representatives in attendance.
- Representatives from Service Divisions invited as appropriate.

### Remit

- To provide a consultative forum for members to consider issues, trends, opportunities, and areas of concern or interest in relation to programme delivery.
- To be made aware of School wide strategic and operational matters, and discuss their impact.
- To discuss and disseminate good practice and innovation.
- To facilitate and promote personal and professional development.
- To contribute towards the review and development of processes.
- To develop proposals and new initiatives on the above and refer these to the appropriate bodies in the School.
- To review the Terms of Reference on an annual basis.

### Mode of operation

- The Forum will meet at least once per term.
- The Forum is administered by an Organising Committee comprised of six elected members, one from each academic cluster plus one more. Appointment to the Organising Committee is for a period of two years.
- Meetings are chaired by members of the Organising Committee.
- To receive the minutes of the Department Managers Forum. To receive the minutes of Education Committee and UG and PGT Consultative forums.
- To distribute minutes to the Department Managers Forum.
- Two members of the Organising Committee to attend the Department Managers Forum.
- One member of the Organising Committee to attend Student Experience Sub-Committee.