



**CARLOW  
COLLEGE**  
ST. PATRICK'S

## *Terms of Reference*

### **Management Board**

#### **Section 1: Remit**

The Management Board's remit is to assist the President in the day-to-day management of the College. The Management Board of Carlow College, St. Patrick's (hereafter Carlow College) assists the President in overseeing the overall integration, coherent management and effective co-ordination and delivery of the programmes of the College (Ref Carlow College St. Patrick's Instrument of Governance, 10.1). The Management Board supports the President in the development of the characteristic spirit of the College in accordance with its Catholic ethos and the fostering of scholarship and academic excellence, research and engagement with the educational sector. The Board makes decisions on all matters of fundamental importance in accordance with relevant State legislation, and with policies and procedures as outlined by the Department of Education and Skills, Quality and Qualifications Ireland (QQI) and the Higher Education Authority (HEA). The President of the College, as Chairperson of the Board, bears responsibility for leading and coordinating the Management Board's work. As such, the work of the Management Board is reported by the President to the Governing Body.

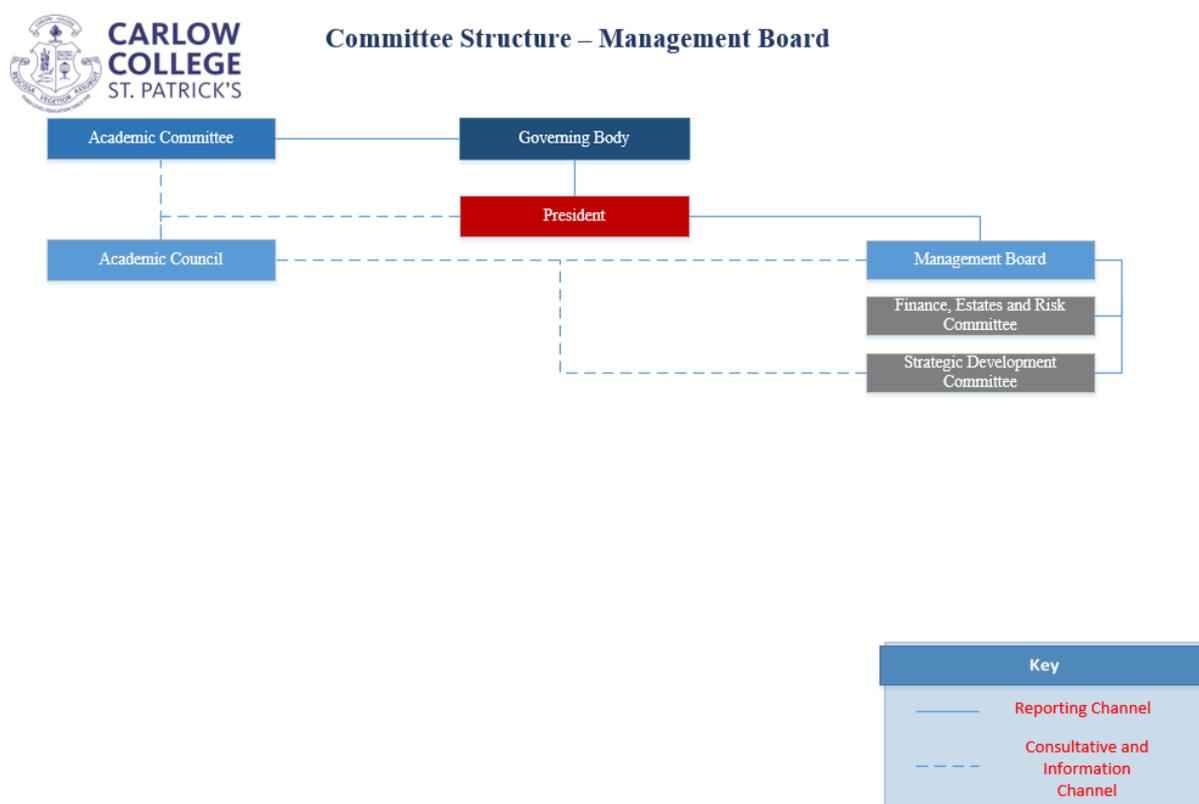
#### **Section 2: Membership**

The Management Board is constituted by Ex Officio members who sit on the Board by the nature of their function within the College. The Management Board may also include such other persons as the President may invite to sit on the Board (Carlow College, St. Patrick's Instrument of Governance Ref 10.2). Currently, there are four staff members who have been nominated by the President to sit on the Board for a term of three years. The number of staff members nominated by the President to sit on the Board can change as required. Carlow College is committed to gender equality. As such, the College will uphold and reflect these values in the composition of the Management Board by having at least 40% of each gender represented on the Board.

<b>Function</b>	<b>Mode of Selection</b>
President, Chair	Ex Officio
College Vice Presidents	Ex Officio
Vice President for Academic Affairs and Registrar	Ex Officio
Director of Operations	Ex Officio
Human Resource Officer	Ex Officio

Quality Assurance Officer	Ex Officio
Head of Student Services	Ex Officio
Assistant Registrar for Strategic Development	Ex Officio
Assistant Registrar for Academic Affairs	Ex Officio
Student Union President	Ex Officio
Staff Member	Nominated by the President
Staff Member	Nominated by the President
Staff Member	Nominated by the President
Staff Member	Nominated by the President

### Section 3: Reporting Structure



The Management Board's remit is to assist the President in the day-to-day management of the College. The various College functions are represented on the Management Board as well as staff members nominated by the President. The President reports the work of the Management Board to the Governing Body.

The Academic Council has a consultative and information channel to the Management Board to plan and co-ordinate the educational work of the College. There are two sub-committees that have a reporting channel to the Management Board: the Finance, Estates and Risk Committee and the Strategic Development Committee.

#### **Section 4: Terms of Reference**

In managing the College the Management Board's primary terms of reference are to assist the President:

- to manage and direct the activities of the College and manage and direct the staff of the College in the implementation of such activities;
- to plan and develop the educational work of the College;
- to undertake any responsibility which is necessary and appropriate to promote the strategic development of the College;
- to oversee the internal organisation, direction, management and discipline of the College;
- to establish a sub-committee of the Management Board with responsibility for Risk Management within the College and who will report to the Management Board on a quarterly basis. This Risk Management sub-committee will liaise with the Governing Body's Audit Committee, who have oversight for Risk Management within the College, and provide bi-annual reports to the Audit Committee on the sub-committee's activities and assessments in the management of risk;
- to develop proposals to the Governing Body about the characteristic spirit and development of the College;
- to manage the budgets and resources of the College;
- to promote co-operation with any other institution, authority or body for any purpose of the College;
- prepare an Equality Report which will contain analysis of data relating to staff and learners, with regard to, for example, gender, ethnicity and disability. This report is submitted to the Board of Governors for discussion;
- to oversee the selection, registration, suspension and withdrawal of students in accordance with the regulations of the College;
- to review, advise and approve agreed recommendations from the Strategic Development Committee and the Finance, Estates and Risk Committee;
- to create and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*;
- to develop the decision-making process within the Management Board.

#### **Section 5: Frequency of Meetings**

The Management Board will meet on a fortnightly basis during the academic year. Meetings may be called when necessary outside of the academic year.

Updated by Management Board at meeting on 17 January 2018.