



CARLOW COLLEGE

ST. PATRICK'S

Management Board

Terms of Reference

Section 1: Remit

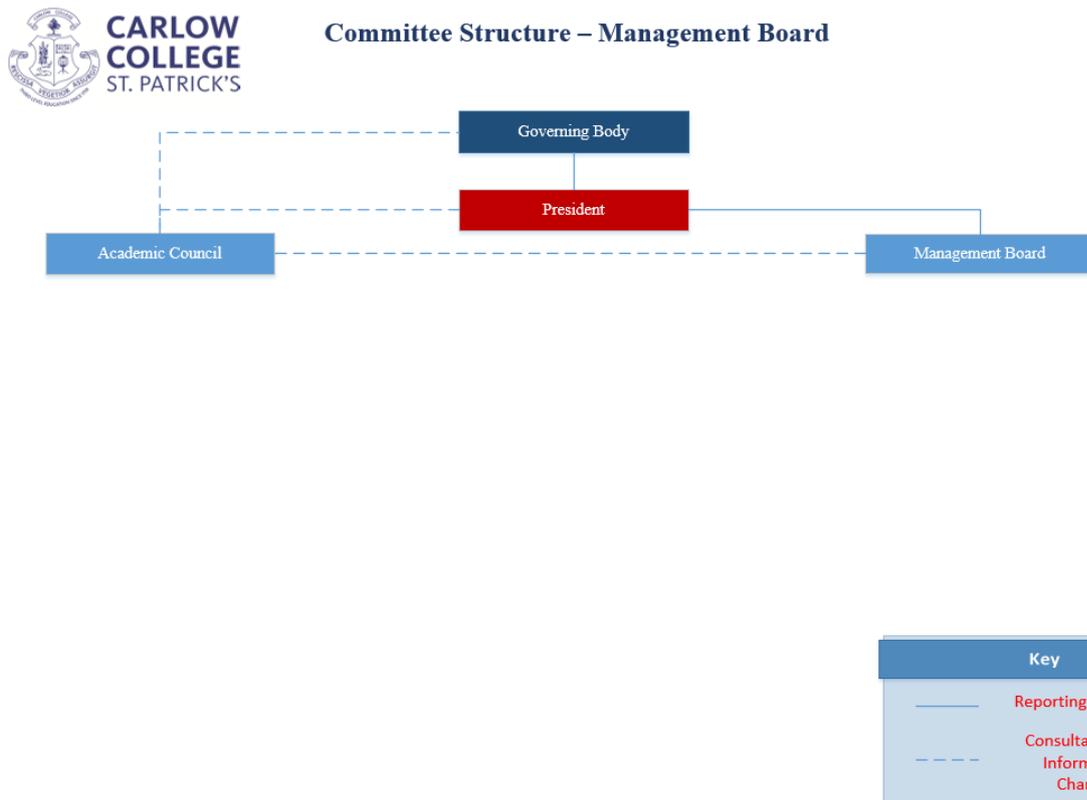
The Management Board is responsible for the governance and management of Carlow College, St. Patrick's (hereafter Carlow College) and is the primary decision-making body for all non-academic matters at the College. The Management Board supports the President in the development of the characteristic spirit of the College in accordance with its ethos, the development and implementation of its strategy, approval of budgets and capital expenditure plans and the monitoring of corporate risks and performance. The Management Board collectively makes decisions in accordance with relevant State legislation and engagement with external agencies (e.g. the Department of Department of Further and Higher Education, Research, Innovation and Science and Higher Education Authority) to progress the strategic development of the College. 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. 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. To ensure that this is met, the President may appoint no more than two staff members to serve on this body for a term of no more than three years.

Function	Mode of Selection
President, Chair	<i>Ex Officio</i>
College Vice Presidents	<i>Ex Officio</i>
Vice President for Academic Affairs and Registrar	<i>Ex Officio</i>
Director of Operations	<i>Ex Officio</i>
Quality Assurance Officer	<i>Ex Officio</i>
Head of Student Services	<i>Ex Officio</i>
Assistant Registrar for Strategic Development	<i>Ex Officio</i>
Assistant Registrar for Academic Affairs	<i>Ex Officio</i>
HR Manager	<i>Ex Officio</i>
IT & Students Systems Manager	<i>Ex Officio</i>
Union Shop Steward	<i>Ex Officio</i> , elected by the Carlow College Union
Students' Union President	As elected, annually, by the student body.

Section 3: Reporting Structure



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 no standing committees of the Management Board, but it is expected that there will be working groups to deliver its remit. These working groups are required to report regularly to the Management Board.

Section 4: Terms of Reference

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

1. to manage and direct the activities of the College and manage and direct the staff of the College in the implementation of such activities;
2. to annually review Carlow College, St Patrick’s Strategic Plan, and to monitor its implementation through annual reports from all departments describing how they have forwarded the relevant strategic objectives in the plan;

3. to oversee and approve the internal organisation, direction, management and discipline of the College (i.e. approve the organogram, CPD strategy / initiatives and required implementation / actions from organisational reports);
4. to oversee the development, maintenance and approval of non-academic-related quality assurance policies and procedures.
5. to provide reports to the Governing Body and any of its sub-committees as required by their terms of reference (i.e. Audit Committee, Ethos Committee and Finance Committee).
6. to develop proposals to the Governing Body about the characteristic spirit and development of the College;
7. to manage and approve the resources and budget of the College, including capital expenditure;
8. to 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 Governing Body for discussion;
9. to receive reports from HR regarding the work of the Employee Engagement Group, a group established to collect information, and act as an information hub between the Trade Union and Management;
10. to maintain and monitor the corporate risk register of the College;
11. to set and monitor key performance indicators across the College to ensure that the College is aligning to and meeting national policy goals;
12. to develop the decision-making process within the Management Board;
13. to establish and oversee the corporate governance framework: constitute, reconstitute and discontinue committees; this includes the approval of sub-committees' terms of reference and reports from constituted sub-committees of the Management Board;

The Secretary will prepare and circulate the agenda and keep records of meetings adhering to the *Guidelines Regarding Keeping Records of Meetings*. Any resolutions of the Management Board will be communicated to the Academic Council and the Governing Body.

Section 5: Frequency of Meetings

The Management Board will meet every three weeks during the academic year. Meetings may be called when necessary outside of the academic year.