

Council Member – Role Profile

Governance Framework

UCAS is governed by a Board of Trustees made up of a balance of senior leaders from higher education backgrounds, as well as independent trustees and led by a highly experienced Chair.

Our Board is supported by four committees and an advisory Council. The committees – Audit and Risk, Finance, Nominations and People and Remuneration – are supported by co-opted committee members, who have been selected and appointed based on their specific skills, experience and expertise.

The role of Council and its members

Council's role is to provide advice and insight, especially in relation to undergraduate admissions to the UCAS Board and provide feedback on the organisation's performance and to inform our strategic direction.

Council members are made up of our beneficiary classes and groups that represent their interests. Our Membership ensures appropriate geographical representation from across the four nations UCAS serves.

Council members are expected to utilise their expertise to:

- support in providing in-depth advice, guidance and oversight to the Board on a wide range of topics that can impact our service as the UK's shared admissions service such as technology, legal, and regulatory matters.
- connect the Board with in-depth information about innovative trends, cutting-edge techniques, best practices, and other current information in their field.
- provide insight and guidance on relevant projects, products and services to support the planning process; ensure project goals align with larger business goals and potential benefits and risks.
- act as an advocate and champion for UCAS by helping beneficiaries, customers and stakeholders see the value of supporting its charitable mission and values.

Personal Specification

Council members will have some or all of the following:

- expertise and insight in undergraduate admissions or another area linked to progression of higher education relevant to UCAS' charitable mission.
- a high level of understanding and interest in UCAS' business, our markets and customers, and a commitment to our charitable goals and values.

- an understanding of UCAS and wider higher education issues, and through this establishing credibility amongst colleagues and peers.
- the ability to act ethically, possess sound independent judgement and the highest levels of integrity and independence.
- the ability to commit to the time requirement of the role, devoting adequate time to prepare for meetings and to develop; and
- a demonstrable commitment to equality, diversity and inclusion.

Term and Commitment

Council members are appointed for a fixed term of three years, and this can be renewed for a further period of three years. Membership of individual Council members shall not normally exceed two consecutive terms of three years each. In exceptional circumstances, a further extension of term up to a maximum of three years may be granted at the sole discretion of the UCAS Board. The appointment is without remuneration but reasonable expenses for travel will be reimbursed.

The Council meets up to three times a year either in Cheltenham or London. Council members attendance across a calendar year shall be a minimum of 50% of meetings where there are two per annum and 75% of meetings where additional Council meetings are scheduled. Where this is not the case, membership may be reviewed.

Council members are asked to consult, where appropriate, with their respective stakeholders on key discussion agenda items ahead of each meeting. Meetings are approached in a 'discussion' format whereby Council members are asked to share their respective stakeholders' feedback with the group when debating the issues on the agenda. Council's collective feedback and advice is then shared by the Chair of the Council with the UCAS Board.

Council members are required to maintain such confidentiality as is determined necessary of information shared and discussed. They are expected to recognise and manage any potential conflicts of interest that may arise and not use information received via Council meetings/membership for personal gain.