



Enterprise Committee Terms of Reference

Constitution and Purpose

1. The Norland Board of Directors is responsible for the statutory oversight of Norland College to ensure it meets the standards of both a company limited by shares and of a higher education institution which has access to public funds.
2. The Board has created the Enterprise Committee to ensure that it maintains oversight of matters relating to the College's commercial activities including external consultancy and training, Norland Agency & Alumni and marketing, including brand protection.
3. The Enterprise Committee will have regard to the ethos and values of the College in protecting the Norland College reputation.

Membership

4. Members of the Committee (including the Chair of the Committee) are appointed by the Board of Directors. The membership will include:

A minimum of four members of the Board of Directors.

In attendance:

- The Principal
- Vice Principal, Head of Enterprise and Strategic Partnerships
- Chief Financial Officer, Head of Finance, Facilities and IT
- Head of Graduates: Placements, Employment and Alumni
- Recruitment and Agency Manager
- Alumni Relations and Engagement Manager
- Head of Marketing, Student Recruitment and Admissions
- Newly Qualified Nanny (NQN) Manager
- Senior Administrator

Attendance

5. The Enterprise committee is to meet at least 3 times per year and at such other time as may be determined by the Chair of the Committee.
6. Decisions made by the Enterprise Committee may require ratification by the Board of Directors if they affect strategic planning.
7. The Committee will be quorate when three members, are present. If fewer than three members are present, the business may still take place but any decision will require ratification by the Board of Directors.

Remit

8. Reporting to the Board of Directors the Enterprise Committee will:

- 8.1 receive updates on the commercial activity of the College.
- 8.2 advise the Principal on the strategic development of the agency and commercial activity.
- 8.3 consider and advise on the impact of issues relating to Norland's brand and reputation.
- 8.4 report to the Board of Directors and make recommendations to the Board for action.
- 8.5 support and recommend the commissioning of relevant projects as merited.
- 8.6 delegate to a working party where appropriate.

Chair's Action

9. The Chair of the Enterprise Committee is to have delegated authority to act between meetings, following appropriate consultation with members, to deal with matters of urgency or in exceptional circumstances. Details of any action taken shall be reported to the next Committee meeting.

Minutes of Meetings

10. Minutes of Enterprise Committee meetings will be circulated to all Board members.

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