**Amity Executive Team**

**Terms of Reference**

The Amity Executive Team exists to:

* Provide day to day operational management of Amity throughout the academic year.
* Develop and undertake strategies that enhance the academic qualities of Amity and provide a firm foundation for its future development.
* Provide support for the implementation of QAA and other regulatory frameworks throughout the University.
* Provide good governance for the University, its staff and students.
* Consider resource implications in terms of current and future academic provision.
* Review both formal and informal collaborative provisions/arrangements at the end of every academic year.
* Consider, with members of the Governing Body, the robustness of programmes in the light of both micro and macro environmental influences.
* Review and approve reports from its sub committees
* Review the budget for each Unit of the University

**Membership**

The Amity Executive Team (AET) current comprises:

* Principal (Chair)
* Academic Director
* Academic Registrar
* Head of Finance
* Head of Student Services
* Head of Marketing
* Head of Admissions
* An Administrator (secretary to the AET)
* Student President (if the agenda requires)
* Additional staff may be required to attend to provide information to the group, for example, providing briefings on committee discussions.

**Modus Operandi**

Quorum: 50% of total members. Agenda, minutes, papers will be published on ALE.

**Frequency of meetings**

The AET meets once every two weeks.