 Colleges Development Directors’ Committee (CDDC)  
Terms of reference

1. Purpose

The purposes of the Colleges Development Directors’ Committee are:

a. to provide an intercollegiate forum for the exchange of views and information between Development Directors with the intention of addressing collectively common problems and of promoting the efficient and economical operation of the Colleges;

b. to constitute an intercollegiate body for liaison with the University and with other bodies in relation to development matters - principally fundraising and alumni relations - affecting the Colleges generally;

c. to work with the Colleges’ Committee and with the Bursars’ Committee in the formulation of intercollegiate policy;

d. to report on its business to the Colleges’ Standing Committee and to make recommendations on intercollegiate agreements.

2. Standing

The business of the College Development Directors’ Committee is conducted on a confidential basis.

The Committee has no power to make decisions binding on, or to represent the views of, any College: equally, the Committee is not subject to the direction or control of the Colleges, either jointly or severally.

Any advice provided to Colleges and other institutions, either through members of the Committee or through its appointed officers, or through staff of the Office of Intercollegiate Services, is provided on the basis that the advice is offered without any warranty as to its accuracy and that no liability shall fall on the Committee or any of its officers or members for such advice.

The leadership of the CDDC is shared with the Cambridge Colleges Development Group (CCDG). The Chair and Secretary of the CDDC are likewise Chair and Secretary of the CCDG. The CCDG counts all staff of College Development Offices (or equivalents) as members and provides above all the professional development and training particular to advancement in the colleges as well as communications within and on behalf of the CCDG.

3. Membership

The Committee includes in its membership:

a) the College Development Director (or the person whose role in the College best corresponds to that role) of each of the Colleges in the University of Cambridge ex officio.

The Committee may elect from time to time for its membership to include other persons, either on a fixed term or permanent basis.
**Officers**

The Committee includes the following officers:

a) a Chair, who is the Chair of the CCDG;

b) a Secretary, who is the Secretary of the CCDG.

The officers are appointed through election by the CCDG: all terms of office are for two years.

**Attendees**

The officers of the Committee, at his or her or their discretion, may permit other persons to attend all or part of one or more meetings, providing that permission has been sought in advance of any meeting. Attendees do not have voting rights.

4. **Meetings of the Committee**

Meetings are convened by the Chair: the Committee meets at least once each Term. Notice of the date, time and place of meetings, and agenda and papers, is provided by the Office of Intercollegiate Services, in a manner to be determined by the Head of the Office. The Office of Intercollegiate Services will provide staff to service and record the meetings.

The quorum for any meeting of the Committee is 16 members. It is expected that members of the Committee will normally attend meetings, save that a College Development Director is permitted to nominate to the Secretary in advance someone to attend in his or her place: the alternative representative has voting rights.

Attendance at the Committee by remote attendance through teleconferencing or other mechanisms will not normally be practicable.

In the absence of the Chair, the Secretary will assume the Chair for the duration of that meeting. In the absence of both the Chair and the Secretary, the Chair will nominate another member of the Committee to chair that particular meeting. Otherwise, the Committee determines amongst those members present who chairs the meeting as its first item of business: this may be agreed by circulation in advance.

Decisions of the Committee are made wherever possible by consensus. In the event of a vote being required, each member in category (a) is entitled to one vote. In the event of a tie, the Chair carries an additional and deciding vote.

5. **Conduct of business outside of meetings**

In exceptional circumstances, the Committee may agree to conduct business by circulation.

The Committee may also agree which matters it may wish to delegate to a single member of the Committee, to decide on its behalf. Any item of delegated business is reported on at its next meeting.

The Committee may, at its discretion, set up (and otherwise suspend or disband) Standing Committees, Sub-Committees or Working Groups, each with its own membership and terms of reference, to be agreed by the Committee. The approval or changes of terms of reference for any Sub-Committee or Working Group cannot be delegated.
6. **Conduct of officers and other appointments made by the Committee**

The officers of the Committee are accountable for their actions to the College Development Directors’ Committee: any complaints about the behaviour or conduct of an officer in relation to his or her duties will be considered in the first instance by three members of the Executive Committee of the CCDG with sufficient independence from the complaint allegation: if any allegation results in a recommendation to address the behaviour or conduct of an officer, a written report including those recommendations will be made to the Committee for decision.

Where the Committee makes appointments to other bodies, the following provisions will apply:

a) Chair of a Committee Standing Committee, Sub-Committee or Working Group

- the Chair shall act to represent the consensus views of the Standing Committee, Sub-Committee or Working Group in all matters;
- the Chair is accountable to the Colleges Development Directors’ Committee for his or her behaviour or conduct in relation to those duties;
- any complaints would be considered by two members of the Executive Committee of the CCDG through the process outlined above.

b) Appointment to committees external to the College Development Directors Committee

- the representative shall act to represent the College Development Directors in all matters, and shall seek to consult other College Development Directors where appropriate and practicable;
- the representative is accountable to the College Development Directors’ Committee for his or her behaviour or conduct in relation to that representative appointment;
- any complaints would be considered by two members of the Executive Committee of the CCDG through the process outlined above.

*Approved at the Colleges Development Directors Committee on 27 October 2016*