

Bursars' Committee

Terms of reference

1. Purpose

The Bursars' Committee was first constituted in 1928. The purposes of the Committee are:

- a. to provide an intercollegiate forum for the exchange of views and information between Bursars 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 bursarial matters affecting the Colleges generally;
- c. to work with the Colleges' Committee and with the Senior Tutors' Committee in the formulation of intercollegiate policy
- d. to report on its business to the Colleges' Committee and to make recommendations on intercollegiate agreements.

2. Standing

The business of the Bursars' 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.

3. Membership

The Bursars' Committee includes in its membership:

- a) Bursars of the Cambridge Colleges *ex officio* (or the person or persons whose role in the institution best corresponds to that of a Bursar), who shall be nominated by the Senior Bursar if a College has more than one Bursar: for each College, one Bursar shall be specified by the College as a "voting member";
- b) the Bursars of the members of the Cambridge Theological Federation who are also members of the Office of Intercollegiate Services Limited *ex officio* (or the person whose role in the institution best corresponds to that of a Bursar);
- c) a Head of House, nominated by the Colleges' Committee;
- d) the Secretary of the Senior Tutors' Committee *ex officio*; and
- e) the Head of the Office of Intercollegiate Services *ex officio*.

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

Officers

The Bursars' Committee select for themselves a Chair and Secretary as officers of the Committee. Terms of office are for three years, with the Secretary automatically succeeding the office of the Chair at the end of his or her term. In the event of an early retirement of the Chair, the Secretary shall immediately be appointed as Chair for at least a three year term (and no more than four years) and until the appropriate 1 October date: an Appointments Committee will be convened to appoint a new Secretary. In the event of an early retirement of the Secretary, an Appointments Committee will be convened to appoint a new Secretary for the remainder of the current term.

Officer appointments, including unexpected vacancies, are recommended to the Committee by an Appointments Committee consisting the Chair and Secretary of the Bursar's Committee, with three other Bursars who have no interest in the position, chosen by the Bursars' Business Committee. In making recommendations, the Appointments Committee shall offer no more than two candidates, along with the option to refer the matter back to the Appointments Committee for further consideration.

The voting procedures for selecting officers shall be agreed by the Committee from time to time.

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 Bursars' 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 him or her.

There is no quorum for the approval of business. It is expected that members of the Committee will normally attend meetings. Where a voting member is unable to attend a meeting, he or she is permitted to nominate to the Secretary in advance someone to vote in his or her place.

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 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 College represented at the meeting is entitled to one vote exercised by the specified voting member. 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.

Proposed membership for any Standing Committee, Sub-Committee or Working Group shall normally be made through the Business Committee (although the Bursars' Committee may elect to determine membership directly at one of its meetings or by circulation): the standard term of membership of any Standing Committee, Sub-Committee or Working Group shall be of three years in duration, providing that a term of membership is renewable for an unlimited number of terms.

6. Conduct of officers and other appointments made by the Bursars' Committee

The officers of the Bursars' Committee are accountable for their actions to the Bursars' 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 the Bursars' Business Committee. The Business Committee will appoint two or more of their number to consider and investigate any allegation, and report their findings to the Business Committee: 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 Bursars' Committee for decision.

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

- a) Chair of a Bursars' Committee Standing Committee, Sub-Committee or Working Group
 - the Chair shall act to represent the consensus views of the Sub-Committee in all matters;
 - the Chair is accountable to the Bursars' Committee for his or her behaviour or conduct in relation to those duties;
 - any complaints would be considered by the Bursars' Business Committee through the process outlined above, save that the appointed persons for any investigation would normally include the Chair and Secretary of the Bursars' Committee.

- b) Appointment to committees external to the Bursars' Committee
 - the representative shall act to represent the Bursars in all matters, and shall seek to consult other Bursars where appropriate and practicable;
 - the representative is accountable to the Bursars' Committee for his or her behaviour or conduct in relation to that representative appointment;
 - any complaints would be considered by the Bursars' Business Committee through the process outlined above, save that the appointed persons for any investigation would normally include the Chair and Secretary of the Bursars' Committee.

Last considered and approved by the Bursars' Committee on 24 May 2018.