



How QAA Appoints its Committee Members

Introduction

There are currently seven sub-committees of the QAA Board. The composition and method of appointing committee members varies; this note sets out the mechanisms in each case for reference.

Board members are consulted before being recommended for appointment to a committee, as is the Chair of that committee. Appointments are made formally by the QAA Board, on the recommendation of the Nomination and Remuneration Committee (NRC). Appointments to committees are to be for a period of three years, extendable by no more than one additional three-year period. Appointments for student members shall be made for a period of one year, extendable by no more than one additional one-year period, provide the membership criterion continues to be met. A member who retires, or leaves the sector from which they were appointed, may remain on the Committee for up to two years from the date of retirement (providing this does not exceed the standard term).

Advertising: Vacancies on QAA Committees (other than the Board posts) are advertised via social media and QAA's website.

Access Recognition and Licensing Committee (ARLC)

Purpose: The ARLC is responsible for the operation and development of the Recognition Scheme for Access to Higher Education. Members include further and higher education representatives. This committee meets three times per year and is chaired by a member of our Board.

Composition: The Committee normally comprises 11 members, with a possible further two by co-option. Membership shall include:

- two Board members
- three members from the higher education sector with appropriate experience and an understanding of Access to HE, at least one of whom should be a senior manager of an institution receiving Access to HE students
- three members from the further education sector with appropriate experience and an understanding of Access to HE, at least one of whom should be a senior manager an organisation providing Access to HE courses
- two other members with appropriate experience for the work of the Committee, who may come from further or higher education or who may have other experience which is relevant to the work of the Committee
- one student member who graduated with an Access to HE Diploma and is currently studying in higher education

Advisory Committee on Degree-Awarding Powers (ACDAP)

Purpose: The Committee considers assessment reports and provides advice on applications for degree awarding powers, including applications for university title, by providers in Scotland and Northern Ireland (under the 1999 criteria) and Wales (under the 2004 criteria). ACDAP is made up of both Board and external members and meets as required by the volume of applications.

Composition: Membership is representative of the diversity of providers of UK higher education, takes account of the purpose of, and different audiences served by, higher education. The Committee normally comprises 16 members. Membership includes:

- the Chair
- a second QAA Board member (the Vice-Chair)
- two members nominated by the QAA Scottish Strategic Advisory Committee
- two members nominated by the QAA Welsh Strategic Advisory Committee
- two members appointed from the QAA Student Strategic Advisory Committee (SSAC) who are not also members of the QAA Board
- up to four members with current or recent (within the last two years) UK degree awarding powers experience at a strategic level, and/or having senior-level responsibility for areas covered by the criteria governing the grant of degree awarding powers or university title, or with experience in a higher education provider in Scotland, Wales and Northern Ireland without degree awarding powers
- two members providing an employer of graduates or professional body perspective
- one member without degree awarding powers
- one member from a further education provider.

Audit and Risk Committee (ARC)

Purpose: The Audit and Risk Committee is responsible for internal controls and risk management systems, internal and external audits, and financial reporting. The members of the Committee are all members of QAA's Board. ARC usually meets three times per year.

Composition: The Committee comprises at least four (currently five) members of the Board, including the Honorary Treasurer, who has an additional role in providing the Board with assurance of the financial health of QAA. The members are appointed by the Board on the recommendation of NRC. At least one member must have recent and relevant financial/audit experience, usually with a recognised relevant professional qualification.

Nomination and Remuneration Committee (NRC)

Purpose: The NRC advises the Board on the appointment, terms and conditions, and remuneration of QAA's Executive team, and makes sure that the Board and its sub-committees have the skills, knowledge, expertise and diversity to fulfil their duties. The Committee is made up of Board members (although the Board could co-opt additional independent members to join it) and normally meets twice a year.

Composition: The Committee comprises a minimum of four Board members, a majority of whom are drawn from the independent member category of Board members. The Board can co-opt additional independent members with relevant skills or experience from outside QAA.

QAA Scotland Strategic Advisory Committee

Purpose: This committee provides information about the legislative, regulatory, funding and policy environment for Scottish higher education. The Committee is made up of a Board member from Scotland, our Director of Nations and International, and external Scottish representatives. It meets at least twice a year.

Composition: At least seven members, including:

- the QAA Board member(s) from Scotland
- QAA's Director for Scotland, Wales and Northern Ireland (ex-officio)
- two senior representatives of Universities Scotland
- a senior representative of the Scottish Funding Council
- a senior representative of the Scottish government
- a senior elected representative of NUS Scotland; and,
- and such co-opted members as are deemed necessary by the committee.

QAA Wales Strategic Advisory Committee

Purpose: This committee provides information about the legislative, regulatory, funding and policy environment for Welsh higher education. The Committee is made up of a Board member from Wales, our Director of Nations and International, and external Welsh representatives. It meets at least twice a year.

Composition: The Committee comprises the following members:

- the QAA Board member(s) from Wales (ex officio)
- QAA's Director of Scotland, Wales and Northern Ireland (ex officio)
- a senior representative of HE in FE (nominated by the HE in FE network of ColegauCymru)
- a senior representative of Coleg Cymraeg Cenedlaethol (nominated by the Coleg)
- two nominees of Universities Wales (nominated by the Universities Wales Learning and Teaching Network)
- a senior representative of NUS Wales or nominee (reserved for the President of NUS Wales, the only full-time elected officer)
- a representative of the Wales Quality Network (currently held by the Chair of the Wales Quality Network).

The following observers will be in attendance:

- a senior representative of the Higher Education Funding Council for Wales
- a senior representative of the Welsh Government

Terms: Appointments to the Committee are normally for a three-year term, extendable by no more than one additional three-year period. Members shall be nominated by their respective organisations and appointments ratified by the QAA Board or nominated committee.

Student Strategic Advisory Committee (SSAC)

Purpose: This committee facilitates discussions between students and QAA on developments in the higher education sector. It is jointly chaired by the two student members of the QAA Board, and meetings are routinely attended by other members of the Board and the Chief Executive. The Committee meets three times a year.

Composition: The Committee aims for representation of the diverse student body across UK higher education, and comprises at least 13 members, including:

- the independent QAA Board member (student) and the NUS-nominated QAA Board member (ex-officio, joint chairs)
- one of the student representatives/members from each of the QAA Board committees with student membership (ex officio as members of ARLC/ACDAP)
- five student members, following public advertisement, shortlisting by QAA, with nominees put forward to the co-chairs and then to NRC
- two student union staff members, following public advertisement, as above
- QAA's lead for student engagement (ex-officio).

Terms: Appointments to the Committee are for a period of one year, extendable by no more than one additional one-year period, as long as members continue to meet the membership criteria. Former SSAC members may be appointed to another QAA committee with student membership, in doing so, they are eligible to rejoin the SSAC as representative for their new committee for the duration of their term on that committee.

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