

### THE ASSOCIATION

#### Mission Statement:

*'Promote and encourage outstanding management practice in the Higher Education sector by facilitating cross-disciplinary dialogue and the sharing of expert and professional knowledge'*

#### 1. What is AMHEC?

Formed in 1960, AMHEC is a network of managers from the Higher Education sector covering all disciplines that brings together a broad wealth of expertise and experience from across the UK.

#### 2. What are its aims?

The Association aims to encourage and support the exchange of information and knowledge about our business and developments in the sector; provide a forum for debate about how we can improve our strategic focus, working practices and services; and offer opportunities to network with sector colleagues.

By bringing together a wide range of expertise, we are able to collectively consider the actions HE leaders and managers need to take to respond to the complex and fast-changing world of an expanding sector to ensure we can offer comprehensive, current and competitive provision.

#### 3. What does the Association offer?

AMHEC holds an annual conference around Easter which focuses on topics of current interest and includes speakers and delegates from sector organisations such as HEFCE, TDA and UCEA, as well as experts and professionals from outside higher education. We also hold a workshop in October, publish a regular Newsletter and facilitate a series of benchmarking workshops. There is a mail base to enable and encourage networking between members, which is used regularly by members seeking benchmarking information or guidance on particular projects or issues.

#### 4. What has it achieved?

In addition to enabling professional dialogue and facilitating current best practice, the Association has taken the lead of a number of important projects and initiatives for the sector. These include:

- developing a funded **benchmarking** project covering business indices (open to new members). The Project provides benchmarking tools and information for higher education institutions to improve processes and efficiency. Full details of the project and its future plans to expand the number of HEIs engaged with the project are available at [www.benchmarkinginhe.co.uk](http://www.benchmarkinginhe.co.uk)
- obtaining HEFCE funding alongside GuildHE to develop, via a subsidiary of JISC Legal, a three year Pilot Study to provide a **shared legal service** ('HE Shared Legal Services') provision for AMHEC member institutions in the first instance and subsequently the wider HEI sector. The development of this service is in its final stages of implementation and should be available from April 2012.
- via a HEFCE funded feasibility study, leading on the development of a self-financing **Carbon Management shared service** to provide workshops and guidance on the management of carbon emissions. The project is based at York St John University.

## MEMBERSHIP OF AMHEC

### 1. Background

AMHEC has a distinctive mission and place within the HE sector. It is aware however that it has much to offer institutions which are outside its traditional membership group, and likewise current AMHEC members have much to learn from the different university groups. Therefore, as an Association, AMHEC wants to encourage as wide an institutional participation as possible whilst ensuring it meets the needs of the current type of institution that it engages.

### 2. Individual members' criteria

Whilst AMHEC is specifically for managers in HEIs, the interpretation of this is broad and covers any individual who has oversight or involvement in particular areas within a university. It is not restricted to formal line-management responsibility. On leaving an AMHEC institution, an individual member can continue their involvement in the Association by becoming an alumni member. As such, they will be able to benefit from the mail base, conferences and workshops.

### 3. Institutional membership

Traditionally, institutions who have been members of AMHEC have also been members of GuildHE and/or the Cathedrals Group. These are the core group of institutions to which AMHEC must continue to appeal (see Appendix 1.). The Association will ensure it actively engages with these core institutions to encourage AMHEC membership from all.

AMHEC is also keen to expand its membership and will consider any other higher education institution which wishes to join. However, where an institution outside the list at Appendix 1 expresses an interest in AMHEC then the Executive Committee will decide whether to permit membership. This step will ensure that the tradition, purpose and openness of the Association are preserved.

### 4. Executive Team membership

Members from all AMHEC member institutions can sit on the Executive Committee. However, in order to ensure that the needs of the traditional members of the Association continue to be served, the Committee membership will at all times comprise 50% plus one of employees of the Association's member institutions as at its 50<sup>th</sup> Anniversary in 2010. A list of these institutions can be found at Appendix 2. Alumni Members are not permitted to be Officers or Members of the Executive Committee but may be co-opted.

### 5. Membership Fees

- a. Membership fees will be set each year by the Executive Committee.
- b. The Institutional membership fee will also include the first individual member. Any additional members will be charged an individual fee. As at January 2012, the:
  - o Institutional membership fee is £295 (incl. first member)
  - o Individual membership fee from Member institutions is £45
- c. If a member leaves their employment mid-year, they will retain their individual AMHEC membership until 31 December of that year. Members who leave are encouraged to promote AMHEC in their new institution.
- d. Individual Alumni Membership is available to someone who leaves an AMHEC institution and wishes to retain their engagement with the Association. The Alumni Membership fee is £100.

### 6. Workshop/Conference Fees

- a. Workshop and Conference fees will be agreed by the Executive Committee.
- b. Both full and Alumni members can access conferences and workshops
- c. Full members will be charged the standard fee
- d. Non-members and Alumni members will be charged the standard fee plus 50%

**Members of GuildHE and/or the Cathedrals Group as at June 2011**

- Arts University College Bournemouth
- Bath Spa
- Bishop Grosseteste University
- Buckinghamshire New University
- Canterbury Christ Church University
- Central School of Speech & Drama
- Cleveland College of Art & Design
- Edge Hill University
- Falmouth University
- Harper Adams University
- Leeds Trinity University
- Liverpool Hope University
- Newman University College
- Norwich University of the Arts
- Ravensbourne
- Roehampton University
- Rose Bruford College
- Royal Agricultural College
- St. Mary's University College Belfast
- St. Mary's University College Twickenham
- Stranmillis University College
- The Liverpool Institute for Performing Arts
- Trinity Laban
- University College Birmingham
- University College Plymouth St Mark & St John
- University of Chester
- University for the Creative Arts
- University of Chichester
- University of Cumbria
- University of Gloucestershire
- University of Winchester
- University of Worcester
- Writtle College
- York St John University
- American InterContinental University (Associate of GuildHE)
- Anglo-European College of Chiropractic (Associate of GuildHE)
- Bradford College (Associate of GuildHE)
- Glyndwr University / Prifysgol Glyndwr
- Holborn College (Associate of GuildHE)
- Leeds College of Art
- Plymouth College of Art (Associate of GuildHE)
- Regent's College
- The British School of Osteopathy (Associate of GuildHE)
- The Tavistock & Portman NHS Trust (Associate of GuildHE)

Members of AMHEC at the 50<sup>th</sup> Anniversary in 2010

- Arts University College Bournemouth
- Bath Spa
- Bishop Grosseteste University College Lincoln
- Canterbury Christ Church University
- Edge Hill University
- Leeds Trinity University College
- Liverpool Hope University
- Newman University College
- Norwich University College of the Arts
- St. Mary's University College Belfast
- St. Mary's University College Twickenham
- Stranmillis University College
- Trinity Laban
- University College Plymouth St Mark & St John
- University of Chester
- University for the Creative Arts
- University of Chichester
- University of Cumbria
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- York St John University