

# **Scott Polar Research Institute**

## **Senior Management Group (SMG)**

A recent Structural Review of the non-academic functions of the Institute (June 2014) recommended the establishment of a small Senior Management Group to advise the Director on key issues in the work of the SPRI. The frequency of meetings in particular should be reviewed after an initial year of operation of the SMG. Each meeting should normally be for no longer than one hour.

### **TERMS OF REFERENCE**

1. The Senior Management Group shall advise the Director on strategic and operational matters in the work of the SPRI.
2. The members shall be:
  - a) Director of SPRI (Chair)
  - b) One other member of the Senior Academic staff
  - c) Administrator of the SPRI (Secretary)
  - d) Librarian
  - e) Museum Curator
  - f) Administrator of the Department of Geography (to receive papers and attend as necessary)
3. Meetings of the SMG shall normally be held three times in each of the three terms of the academic year, and approximately monthly during vacations.
4. Minutes of SMG meetings shall be provided to the Senior Staff Committee of the SPRI, which will discuss any issues arising at their meetings.
5. In the absence of the Director, meetings will be chaired by the other Senior Academic on the SMG
6. The other Senior Academic on the SMG will normally serve for a period two years and will not normally be eligible for further membership until a further two years has passed. This person would normally become Acting Director of the SPRI if the Director is absent on sabbatical leave or is absent from the Institute for longer than one month.
7. The Institute Administrator will collate the names of those wishing to be considered for further two-year appointments as the other Senior Academic, for consideration by the SPRI Committee of Management normally in the Easter Term prior to the role being refilled.
8. Minutes of SMG meetings shall be provided to the Institute's SSC.

Date of last revision: 22.6.23