

**Document Identifier:** Leadership Team Terms of Reference

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| <b>Policy Title:</b>               | Leadership Team Terms of Reference   |
| <b>Description:</b>                | This document provides information on matters relating to Marino Institute of Education's Leadership Teams |
| <b>Author (Position):</b>          | Leadership Teams Chair   |
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| <b>Approved By:</b>                | MIE Governing Body   |
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## **Leadership Team Terms of Reference**

### **1. Duties of the Leadership Team**

The Leadership Team advises the President in relation to the day-to-day activities of Marino Institute of Education (MIE). In that capacity the Leadership Team will implement Quality Assurance, policy and strategy adopted by the Governing Body<sup>1</sup> and deal with all operational matters affecting the Institute. The Leadership Team will make recommendations on delivery of strategy and commissioning plans and take day to day decisions on performance management and risk management to provide robust assurance to the Governing Body<sup>1</sup>. The Leadership Team's role in Quality Assurance at MIE is to develop and implement policies, procedures and budgets that have been recommended and approved by the Governing Body<sup>1</sup>, monitors the operating and financial performance of the Institute, prioritises and allocates resources, manages and develops staff capacity, and manages the risk profile of the Institute. It will promptly give or make available to the Governing Body<sup>1</sup> all information, reports and other documents to enable the Governing Body<sup>1</sup> to carry out its duties. The Leadership Team is committed to promoting the best interests of the staff and students and seeks at all times to uphold the reputation of MIE as an institute that values academic performance and rigour.

### **2. Composition of the Leadership Team**

2.1. The Leadership Team comprises:

- i. The President (Chair)
- ii. The Registrar and Vice President Academic Affairs, the Vice President of Education and Strategic Development, Vice President Finance and Professional Services, Dean of Education: Curriculum and Childhood, Dean of Education: Policy, Practice and Society, and the Dean of Research, and any such other members as are appointed by the Chair and ratified by the members.

2.2. The Executive Committee members shall report to the Chair and are appointed for such term as they hold their office as the key function and organisational heads.

2.3. The Leadership Team will meet as required, which is expected to be at least once a month in person. In addition, the President, or in her absence the Registrar and Vice

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<sup>1</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

President Academic Affairs, may call for additional meetings when considered appropriate.

### **3. Chair of Leadership Team**

The President, if in attendance, will chair the Leadership Team; if she is not present, the Registrar and Vice President Academic Affairs will chair the meeting.

### **4. Quorum**

- 4.1. The quorum for any meeting of the Leadership Team shall be 50% of the membership, but regardless of this quorum the Chair or her nominee (normally the Registrar and Vice President Academic Affairs) must in be attendance for a valid meeting.
- 4.2. The members of the Leadership Team will make every effort to attend meetings in person. In exceptional circumstances, members are permitted to join by telephone or other communication equipment which allows those participating to hear each other, and will be entitled to be counted in the quorum accordingly.

### **5. Overarching Responsibilities:**

- Provide effective leadership and direction to the work of MIE;
- Ensure the effective operational management of MIE;
- Promote robust corporate governance across the Institute;
- Support the Governing Body<sup>2</sup> in setting and delivering the Institute's strategic objectives and vision.

### **6. Remit of the Leadership Team**

- 6.1. Preparation of the MIE annual objectives and work plan;
- 6.2. Responsibility for the achievement of budgets and operational plans;
- 6.3. Management and regular review of operational and financial performance of the Institute;
- 6.4. Responsibility for developing and implementing MIE's policies and procedures;
- 6.5. Ownership for the identification and management of risk across the Institute;

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<sup>2</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)

- 6.6. To manage the internal controls of the Institute and prepare regular reports for presentation to the Audit<sup>3</sup> and Risk Committee;
- 6.7. Responsible for the integrity of management information and financial reporting systems;
- 6.8. Optimisation and allocation of MIE's resources;
- 6.9. Identification of opportunities for institutional growth and development;
- 6.10. Leadership Team may create sub-groups or working groups as are necessary to fulfil its responsibilities within its terms of reference.

## **7. Notice of Meetings**

A schedule of meetings is disseminated well in advance of the beginning of the new academic year. Normally, all documentation is circulated at least three working days before the meeting.

## **8. Minutes of Meetings**

Minutes of each meeting are taken and agreed minutes are held on a shared folder. The Leadership Team reports to the Governing Body<sup>4</sup>.

## **9. Related Documents**

- 9.1. [Code of Governance](#)
- 9.2. [Matters Reserved for the Governing Body of MIE](#)
- 9.3. [Audit Committee Terms of Reference](#)

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<sup>3</sup> See [Audit Committee Terms of Reference](#)

<sup>4</sup> See [Code of Governance](#) and [Matters Reserved for the Governing Body of MIE](#)