



CONFERENCE OF ENGINEERING MANAGERS IN UNIVERSITIES

1. **General.** The Conference of Engineering Managers in Universities (EMU) is a loose association of engineering managers¹ in universities through out the United Kingdom with the following aims:

- a. To foster a corporate spirit across its membership.
- b. To enable sharing of best practice.
- c. To act as a focus for legitimate and common concerns with respect to support to engineering teaching and research in Higher Education Institutions (HEIs).
- d. To add to individual and corporate knowledge.
- e. To broaden understanding of the profession from policy directives to implementation of the same.

2. **Organising Committee.** This will be formed from the membership as follows:

- Secretary (to be elected)
- Two members of the EMU (to be elected)
- Organiser of the previous year's conference
- Organiser of the coming year's conference

The terms of reference for this committee are attached as an annex.

3. **EMU Conference.** Members of the group agree to meet for an annual conference to be held at one of the member's institutions. The conference location is identified on a voluntary basis. The duration is agreed at 48 hours ie two nights with one day and a half devoted to EMU business. The conference content aims to achieve the following objectives:

- a. Bring members up to date with any relevant aspect of high-level policy likely to have an impact on their part of the parent HEI.
- b. Be briefed on best practice, by an expert in that particular field, in any aspect of the members' business.

¹ The term "engineering manager" encompasses a range of employment categories but such a person should have responsibility for staff and resources in support of engineering teaching and research in an HEI.

- c. Exchange of best practice through discussion workshop techniques and general networking during the period of the conference.
4. Funds and Financial Practice. The following rules shall apply:
- a. The EMU shall not hold funds as a corporate entity but a float with a lower limit of £1000 and an upper limit of £5000 will be held by the HEI sponsoring the annual conference, this float being transferred to the next organisation when all financial transactions pertaining to that conference are complete. The membership shall be given the opportunity to decide for what purpose excess funds shall be used though where this is impractical, responsibility shall devolve to the members of the organising committee.
 - b. The sponsoring institution is expected to manage EMU funds in accordance with that institution's accounting policies. On completion of all accounting for a conference, the organising HEI is to submit a simple balance sheet to the secretary of the EMU and advise on the transfer of the residual funds when it occurs.

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