

# **UCEM Board Apprentice Scheme**

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## Guidance Document

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## Approval History

| Version | Date       | Comments  | Approver                           |
|---------|------------|---|------------------------------------|
| V0.01   | 10/05/2021 | New for Nominations and Governance Committee Review |                                    |
| V1.00   | 20/05/2021 | Approved  | Nominations & Governance Committee |
| V2.00   | 02/02/2023 | Minor amendments proposed                           | Nominations & Governance Committee |
|         |            |   |                                    |

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### 1 Introduction

- 1.1 UCEM recognises the value in improving the diversity of perspective, outlook, experience and thought that high-calibre, well-qualified and diversified talent can bring to its Board of Trustees.
- 1.2 The UCEM Board Apprentice Scheme was approved by the Board of Trustees in March 2021, to increase skills and capacity across the Board whilst also supporting the career development aspirations of talented individuals, ideally from within UCEM's own alumni community. The scheme also aims to increase diversity on the UCEM Board of Trustees, build a new pipeline of potential future trustees, and bring new perspectives and ideas to the Board from the dual outlooks of candidates active in the sectors in which UCEM operates and those who have been recent UCEM students.

### 2 Criteria for Participation in the Scheme

- 2.1 To be considered for a position as a UCEM Board Apprentice, candidates need to be an alumnus of UCEM, likely to be those at an earlier stage of their career than the wider UCEM Board of Trustees. UCEM's Associate Fellows, alongside the wider alumni community, would be considered potential candidates.
- 2.2 The following excludes someone from becoming a potential Board Apprentice:
  - A current UCEM student
  - Anyone who is currently on the payroll of UCEM

### 3 Terms and Conditions of Appointments

- 3.1 The Nominations and Governance Committee is responsible for the recommendation to the Board of individuals to be appointed to the Board Apprentice Scheme and will operate a fair and open recruitment process where there are multiple applications in any given year. A diversity of candidates will be sought through the application and selection procedure.
- 3.2 The University College Secretary will invite applications from UCEM's alumni community annually. The application process will involve submission of a CV and letter of application outlining the mutual benefits the appointment will bring about. All applications must be received by the published deadline, for consideration by the Committee prior to confirmation of appointment at the following Board of Trustees meeting.
- 3.3 Any appointments will be made for a period of two years but with no guarantees of securing a role as a full Independent Trustee (3-year appointment), though this will be an option for mutually successful/beneficial appointments. The appointment can be ended by either party at any time if deemed necessary.

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- 3.4 UCEM Board Apprentices will not carry voting rights as they are not considered Trustees, but Apprentices will receive full meeting packs and access to the UCEM Trustee Portal and will be expected to fully participate in meetings.
- 3.5 Board Apprentices can be appointed to or observe Sub-Committees of the Board during their terms of appointment and whilst expected to fully participate, they will not carry voting rights in these meetings.
- 3.6 Board Apprentices are expected to fully comply with the [Nolan Principles of Public Life](#) and maintain confidentiality at all times. Board Apprentices will also be expected to declare any conflicts of interest to the Board so they can be appropriately managed and to comply with the [Fit and Proper Persons Test](#).
- 3.7 Board Apprenticeships are unremunerated roles. The time commitment to the role of Board Apprentice is estimated at 6-8 days per annum (minimum of four Board meetings per annum).
- 3.8 Board Apprentices are assigned a mentor from within the membership of the Board of Trustees to support them in developing the skills and attributes necessary for successful contribution to the Board and the evolution of the institution.
- 3.9 Board Apprentices are expected to participate in a Board Induction programme ahead of joining their first meetings.
- 3.10 Board Apprentices are expected to participate in the ongoing evaluation and evolution of the scheme through regular feedback discussions with their mentor and the University College Secretary and through a formal experience evaluation interview at the end of their appointment.
- 3.11 Board Apprentices may be expected to contribute to social media activities and promotional activities about their participation in the scheme.
- 3.12 Board Apprentices name, photo and biographical details will be published on the UCEM website.
- 3.13 Board Apprentices may occasionally also be asked to make other contributions to the work of UCEM, which may include, but is not limited to, speaking at CPD events, hosting events in support of UCEM, providing mentoring opportunities to subsequent participants in the scheme and promoting UCEM widely to an external audience.

## 4 Maximum number of Board Apprentices

- 4.1 The maximum number of Board Apprentices at any one time on the Board of Trustees will be limited to two.

## 5 Removal from the Board Apprentice Scheme

- 5.1 A Board Apprenticeship can be withdrawn by the Board if the appointment is deemed to be unsuccessful, mutually disadvantageous or if the reputation of UCEM is likely to be brought into disrepute through continued connection with the individual.