

Board Member Further Particulars, including Role Profile and Person Specification

About the Urban Studies Foundation (USF)

The Urban Studies Foundation (USF) is a charitable private limited company, established under UK company law for the following purposes:

- To advance academic research and education in the field of urban studies;
- To promote knowledge transfer, exchange and mobilisation in the field of urban studies.

The USF achieves its objectives by the provision of grants to individuals, groups, institutions or research projects. The objective of the charity's wholly owned subsidiary Urban Studies Journal (USJ) is to generate income by publishing an academic journal in the field of urban studies and to donate any profit to the charitable company to meet its objectives.

Specific activities which USF runs, manages and financially supports include the following:

- Postdoctoral Research Fellowships held in various institutes of higher education across the world.
- International Fellowships, in particular supporting early-to-mid career scholars from the Global South.
- Seminar Series awards.
- Other Events (for Promoting Urban Studies theory and practice).

Governance

Governance of USF is in accordance with the Articles of Association and relevant policies determined by the USF Board. In legal terms, USF activities are formally circumscribed by its Memorandum and Articles of Association (MoU/AA). USF also maintains a formal Members Agreement and a separate Independence Agreement between USF and USJ.

USF is governed by a Board consisting of 11 Trustees (referred to as 'Members'). Members are drawn predominantly from academia, but also potentially from civic society.

Appointment of Members is made on an open competition basis, through a selection process agreed by the USF Board. Appointments are for a fixed period of 4 years, which is renewable once only by mutual consent of Member and Board.

The Chair of the USF Board is elected every 2 years from within the existing USF Membership. Newly appointed Members are ineligible for consideration as Chair within the first 2 years of appointment, but are expected to be prepared to serve as Chair thereafter if called upon.

USF holds two meetings per year, usually in May and December, usually but not always held at the base of USF (in the University of Glasgow, Glasgow, Scotland, UK). Attendance is expected of all Members, but this can occasionally be via videoconferencing. At these meetings, the USF Board discharges a number of responsibilities:

- Receiving USF and USJ audited annual accounts;
- Ensuring that already committed USF resources are being used appropriately and to good effect, and determining the disposition of available uncommitted financial resources;
- Assessing USF performance against objectives;
- Evaluating new strategic initiatives;
- Monitoring the activities of the Journal (USF) (in terms of the Independence Agreement);
- Approving the USJ annual budget and business plan;
- Dealing with ad hoc matters.

General Duties of a Board Member

The role of a USF Board Member is to exercise skill and care in the general management and control of USF affairs and to facilitate the achievement of its charitable purposes. These requirements mean that Members *administrative/legal* duties involve:

- Attending twice-yearly Board meetings, preferably in person but can be via videoconferencing;
- Ensuring that USF as a body complies with its MoU/AA, charity law, company law and any other relevant legislation or regulations;
- Complying with personal legal duties as a Board Member under UK company and charity law;
- Ensuring that USF applies its resources exclusively in pursuance of its objects;
- Safeguarding the good name and values of USF;
- Complying with established codes of conduct and all other policy requirements of USF;
- Ensuring the effective and efficient administration of USF;
- Ensuring the financial stability of USF;

- Protecting and managing the property of USF and ensuring the proper investment of its funds;
- Taking part in the appointment of the biannual Chair of USF and monitoring subsequent performance;
- Acting as Chair of USF if called upon by the Board to do so;
- Participating in appraisal, recruitment and disciplinary panels and USF sub-committees as required.
- Using personal skills, knowledge and experience to help the Board reach sound decisions. This involves *inter alia* scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Member has particular knowledge or experience.

General duties of a more *academic* nature involve helping identify and accepting responsibility for leading on areas of activity that serve to deliver Foundation objects (most notably including serving on recruitment panels and scrutinising reports). In particular, Members are expected actively to contribute to:

- Setting USF strategic direction;
- Achievement of USF's specified objects.

Members are accordingly expected to play a substantial and continuing role in USF academic activities over the full period of their appointment. This includes pro-actively seeking opportunities for promoting awareness of its activities and for enhancing its profile within the academic community.

Person Qualities Required of a Member

Prospective Members should be able to demonstrate personal commitment to and active involvement in urban research or the application of such research in fields of urban practice, policy and politics.

Beyond this, given USF objects, governance structures and the above expectations of commitment, prospective Members are required to demonstrate:

- Willingness to devote the necessary time and effort;
- Strategic vision;
- Good, independent judgement;
- Ability to think creatively;

- Willingness to speak mind;
- Understanding and acceptance of the legal duties and responsibilities involved;
- Ability to work effectively as a member of a team.

Remuneration

The position of Member is in general terms, unremunerated, although travel and subsistence costs for meeting attendance are reimbursable. However, the possibility exists for the Board to award individual Members reasonable remuneration in return for specific services rendered (these not being of a normal management nature).

Application Process

Individuals wishing to apply for a position as USF Board Member should send the following materials electronically to Joe Shaw (joe.shaw@glasgow.ac.uk) by Friday 1st November, 2019:

1. A **covering letter** (no more than 2 pages A4) explaining why you wish to be considered for a position as Member on the USF Board of Trustees, and detailing your relevant experience/achievements in the field of 'the urban' (academically and/or in terms of public policy/civic engagement). Please also state whether you are available for a Spring 2020 start.
2. A **CV** (no more than 5 pages A4) formatted as you wish (but it must be easy to pick out the dimensions of your 'urban' experience and achievement, academically or otherwise).