



Information for Council Election Candidates and Electors

Membership of Council

Council comprises up to 19 members in the following categories:

- [a] twelve external members;
- [b] the President and Principal (ex-officio);
- [c] the President of the Students' Union (ex-officio);
- [d] four academic staff members, elected by all current members of University staff;
- [e] one non-academic staff member, elected by all current members of University staff.

Meetings of Council

Council meets at least five times per academic year. The dates for 2025–26 are as follows:

- Thursday 09 October 2025 at 1600 hours.
- Thursday 27 November 2025 at 1600 hours.
- Thursday 19 March 2026 at 1600 hours.
- Thursday 14 May / Friday 15 May 2026 – Annual conference including Council meeting.
- Thursday 09 July 2026 at 1600 hours.

Meetings normally begin at 4:00pm and last up to three hours. Meetings are usually held at Mile End or Whitechapel, but occasionally at other Queen Mary campuses in London.

Events

An annual conference is held for Council and members of the Senior Executive Team at a location in central London each year. In 2025–26 this will be held on 14 and 15 May 2026.

Training and induction

All Council members receive a mandatory induction programme, which includes introductory meetings with key staff and other Council members, and briefing sessions on relevant topics and processes. Members receive a handbook and other key documents.

Remuneration

The role is not remunerated but members can claim reasonable expenses incurred in the conduct of Council business. This can include expenses for family caring responsibilities, depending on members' individual circumstances.

Staff considering standing for election to Council are encouraged to read the statement below which outlines the primary responsibilities of Council and its members, before completing the candidates' election statement. Prior to the ballot, candidates will have the opportunity for an informal conversation with a current member of Council to discuss the role and how to enhance their election statement.

Fit and Proper Persons Test

As a condition of the university's registration with the Office for Students, all candidates will be required to sign a declaration stating that they meet the criteria as a 'fit and proper person' and to disclose any information that may be relevant to the role of trustee in this context.

Statement of Primary Responsibilities and Membership of Council

The primary responsibilities of the Council shall be to:

- (a) set and approve the mission, strategic vision and values of the University with the President and Principal;
- (b) agree the long-term academic and business plans and key performance indicators and ensure that these meet the interests of stakeholders, especially staff, students and alumni;
- (c) ensure that processes are in place to monitor and evaluate the performance and effectiveness of the University against the strategy, plans and approved key performance indicators, which should be, where possible and appropriate, benchmarked against other comparable institutions;
- (d) establish and keep under regular review the policies, procedures and limits within such management functions as shall be undertaken by and under the authority of the President and Principal;
- (e) ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls, risk assessment, value for money and procedures for handling internal grievances and for managing conflicts of interest;
- (f) establish processes to monitor and evaluate the performance and effectiveness of Council itself;
- (g) conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life;
- (h) safeguard the good name and values of the University;
- (i) appoint the President and Principal as chief executive, and to put in place suitable arrangements for monitoring his/her performance;
- (j) appoint the Secretary to Council and to ensure that, if the person appointed has managerial responsibilities in the University, there shall be an appropriate separation in the lines of accountability;
- (k) be the employing authority for all staff in the University and to be accountable for ensuring that an appropriate human resources strategy is in place;
- (l) be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements, and to have overall accountability for the University's assets, property and estate;

- (m) be the University's legal authority and, as such, to ensure systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name. This includes accountability for health, safety and security and for equality, diversity and inclusion;
- (n) receive assurance that adequate provision has been made for the general welfare of students;
- (o) act as trustee for any property, legacy, endowment, bequest or gift in support of the work and welfare of the University;
- (p) operate in accordance with the Charter and ensure that appropriate advice is available to enable this to happen;
- (q) promote a culture which supports inclusivity and diversity across the University;
- (r) maintain and protect the principles of academic freedom and freedom of speech in accordance with relevant legislation; and
- (s) ensure that students and staff are afforded opportunities to engage with the governance of the University.