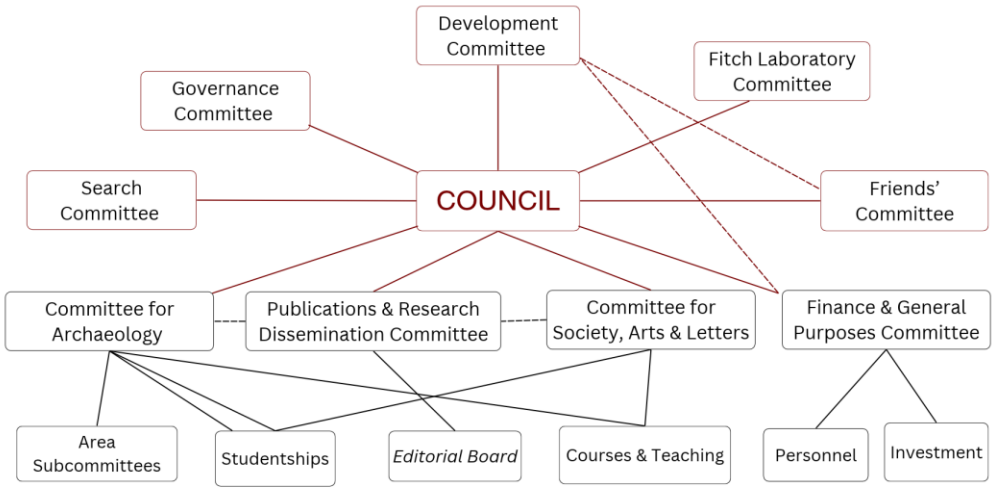


ANNEXE A: TERMS OF REFERENCE OF THE COMMITTEES FOR ARCHAEOLOGY, FOR PUBLICATIONS AND RESEARCH DISSEMINATION, FOR SOCIETY, ARTS AND LETTERS, FOR FINANCE AND GENERAL PURPOSES, AND FOR DEVELOPMENT, FOR GOVERNANCE, FOR THE SEARCH COMMITTEE, FOR THE FITCH LABORATORY, AND FOR THE FRIENDS'COMMITTEE.

In accordance with Statute 8.1 (xi), the following terms of reference for the statutory Committees were approved by Council in June 2009 and have been regularly updated since, most recently in June 2026. In addition, terms of reference are appended for the Subcommittees which report to them, as established by Council.

All Committee and Subcommittee members are appointed by Council for a term of four years unless otherwise stipulated. Committee membership will be reported on the School's website. Vacant positions will be advertised, and the responses to the advertisements passed on to Committee chairs or, in the case of Council, the Search Committee. Committees are expected to review any responses to the advertisement and then recommend to Council replacement members for those who complete their term or resign in the middle of a term, having regard to the committee's particular needs for skills and expertise. **There should normally be an interval of at least 12 months between periods of service. In exceptional circumstances (for example, when distinctive skills are particularly required), Council may appoint individuals for two consecutive terms: an interval of at least two years should then elapse before any further nomination is made.**

COMMITTEE FOR ARCHAEOLOGY

The Committee for Archaeology has oversight of all archaeological activity in Greece conducted under School permits and/or using School material and collections, from the point of initial proposal to publication and the subsequent deposition of project archives. Within the area of its remit, it ensures that the School is able to fulfil its requirement of accountability to the Hellenic Republic, and that the School's fieldwork meets the highest national and international standards.

Membership: Chair (a senior academic with fieldwork experience but not normally the holder of a current School fieldwork permit): normally up to four further archaeologists; one external peer (not normally active in Greece); *ex officio* Chair of Council and Director. The Committee may at any time co-opt additional expert advisors.

Functions:

1) Current and forward planning of the School's fieldwork programme.
    a. To decide which requests for archaeological fieldwork permits should be made annually by the School to the Greek Ministry of Culture;
    b. To allocate funds in support of fieldwork and study;
    c. To take a strategic overview of the work of the Fitch Laboratory. To receive the reports of the Fitch Laboratory Committee, and to liaise with that Committee to ensure that Laboratory facilities and research are fully integrated into the School's fieldwork activities.

2) To ensure that School fieldwork is undertaken to the highest standards. To that end:
    a. To assess the skills of fieldwork applicants, and advise on training and support as appropriate;
    b. To monitor effective management of projects and to receive annual reports and accounts.

3) To take a strategic overview of the management of the School's long term projects and areas of interest.
    a. To maintain an overview of the history and nature of School activity across Greece and to determine priorities to maintain and develop long term interests;
    b. To establish dedicated Area Subcommittees as appropriate *(currently Crete, Lefkandi, and Sparta and Laconia)*; to receive their reports and forward plans, and to facilitate implementation of their recommendations consistent with School strategy;
    c. To ensure that the School engages in constructive national and international collaborations.

4) To ensure that the results of School projects are effectively disseminated:
    a. To liaise with project directors and the Publications Subcommittee to ensure timely publication of School projects;
    b. To maintain a publications strategy appropriate to School needs;
    c. To reassign unpublished material as appropriate;
    d. To implement the School's policy on intellectual property; to receive from the Archivist an annual report on permit applications to reproduce/study archival holdings within the area of the Committee's remit.

5) To promote awareness of all archaeological activities conducted by the School and its members:
    a. To advise the Director on the School's programme of meetings and conferences and promote awareness of the BSA as a centre for such events;
    b. To advise the Director and Archivist on aspects of Archive

development and policy.

6) To sustain and develop the School's role as a provider of archaeological training:
    a. To liaise with the Courses and Teaching Subcommittee to ensure that the range of opportunities offered meets UK needs and standards.
    b. In collaboration with the Committee for Society, Arts and Letters, to award School Studentships and Bursaries (*currently delegated to the Studentships Subcommittee)* and to receive student reports. To monitor the representation of subjects within the Committee's remit within open School awards.

7) To take responsibility for the development of archaeological policy as requested by the Council, and to ensure that School strategy is effectively implemented in the area of the Committee's remit: To advise the Director on archaeological aspects of the annual British International Research Institutes (BIRI, formerly BASIS) submission;
    a. To advise the Council on equal opportunities provision within the area of the Committee's remit;
    b. To provide Council with such assistance as it may from time to time require.

8) To advise the Director and Chair of the Development Committee of fundraising needs and priorities, and assist in fundraising activity as requested by them.

The Committee for Archaeology reports to the Council

PUBLICATIONS AND RESEARCH DISSEMINATION COMMITTEE

The P&RD Committee advises the Council on general policy concerning the dissemination of research and monitors its implementation. While prime responsibility for policy, initiatives, plans and timetables in the specific spheres of academic activity covered by the Committees for Archaeology and for Society, Arts and Letters rests with those bodies, the P&RD Committee reviews and reports on the full range of publication and dissemination of research in all media and ensures that forward planning across that range is appropriate.

1) Membership. Chair; normally up to two further appointed members; UK editor of the *Annual*, managing editor of in-house publications, editor(s) of *Archaeological Reports*, Chair of Council, Chair of Committee for Archaeology, Chair of Committee for Society, Arts, and Letters, Treasurer, Director; in attendance: nominated representative of the publisher of the *Annual*.

2) Periodicals.

a. To ensure the publication of the BSA Annual by entering into beneficial agreements with a publisher towards that aim.

    To nominate the UK editor and to review periodically the composition of the Editorial Board.

To receive progress reports on the preparation and production of each issue, and a final account upon publication; to receive reports on distribution and marketing.

To oversee agreements for shared access (e.g. JSTOR).

b. To receive reports from the Editorial Board of *Archaeological Reports*.

To nominate BSA members of its Editorial Board.

c. To support the School's officers in the production of the *Annual Report*, *Archaeology in Greece Online* and such other material as may from time to time be required by the Council.

3) Monographs series.

To monitor and further the development of these series.

To receive reports from CfA and CSAL on publications policy, initiatives, plans and timetable in the spheres for which they hold principal responsibility.

Note: Volumes accepted for publication for series not produced in-house will be taken to production jointly by the editor/author of the volume in liaison with the publisher and the Director (*ex officio* series editor of CUP and Routledge series) and as appropriate the Chair of the relevant committee. Volumes to be published in-house will be handled similarly by the editor/author and the Director as series editor supported by the managing editor.

To monitor sales of all series, to oversee distribution and manage holdings of stock of volumes published in-house and to advise on arrangements for maintaining availability of these in digitised form.

4) To ensure that any other publications that may from time to time be produced in the name of the School but outside the regular series meet appropriate standards in their content and production.

5) To discuss and recommend strategies.

a. for the dissemination in print and online of research conducted or facilitated by the School and

b. for the promotion of BSA outputs in all appropriate media.

6) To report at least annually to the Finance & General Purposes Committee on all financial / budgetary matters relating to Publications and Research Dissemination.

The Publications and Research Dissemination Committee reports to the Council

COMMITTEE FOR SOCIETY, ARTS AND LETTERS

The Committee for Society, Arts and Letters has oversight of all research and research-related activity conducted in whole or part via the School that fall within or relate to the following disciplines: the fine and applied arts, anthropology, the social sciences, history, literature and linguistics, with primary reference to the fields of Modern Greek and Byzantine studies. Within the area of its remit, it ensures that work conducted by and through the School meets the highest national and international standards.

Membership: Chair; normally up to five further members (appointed with the aim of ensuring representation from a wide range of the disciplines covered by the Committee's remit); *ex officio* Chair of Council and Director. The Committee may at any time co-opt additional expert advisors.

Functions:

1) Planning of the School's research programme so as to ensure the quality and diversity of research in the fields within the Committee's remit:
    a. To evaluate and approve (and as appropriate solicit) proposals for projects involving the School, and to determine priorities in research. To co-ordinate the development of project proposals between UK and Athens;
    b. To ensure that the School engages in constructive national and international collaborations;
    c. To advise on funding and the preparation of grant applications;
    d. To ensure variety and balance in the activities undertaken by the School.

2) To take a strategic overview of the management of the School's projects and areas of interest within the areas of its remit:
    a. To determine priorities, so as to maintain and develop long term interests;
    b. To ensure that the results of School projects are effectively disseminated;
    c. To liaise with project directors and the Publications Committee in order to ensure timely publication of School projects;
    d. To assist the Publications Committee in maintaining a publications strategy appropriate to School needs;
    e. To promote wide and effective use of the School Archive; to oversee the implementation of School policy on intellectual property; to receive from the Archivist an annual report.

3) To ensure that School research is undertaken to the highest standards:
    a. To monitor effective management of projects and to receive regular reports and accounts.

4) To promote awareness of all activities conducted by the School and its members that are relevant to its remit:
    a. To advise the Director on the School's programme of meetings and conferences and promote awareness of the BSA as a centre for such events;
    a. To advise the Director and Archivist on aspects of Archive development and policy.

5) To sustain and develop the School's role as a provider of training and research opportunities:
    a. To liaise with the Courses and Teaching Subcommittee to ensure that the range of opportunities offered meets UK needs and standards;
    b. In collaboration with the Committee for Archaeology, to award School Studentships and Bursaries (*this function is currently delegated to the Studentships Subcommittee)* and to receive student reports. To monitor the representation of subjects within the Committee's remit within open School awards;
    b. To oversee appointments to designated studentships and fellowships within the area of remit (*currently, the Bursary for the Arts*), and to receive student reports).

6) To take responsibility for the development of policy as requested by the Trustees, and to be assured that School strategy is effectively implemented in the area of the Committee's remit.
    a. To advise the Director on relevant aspects of the annual British International Research Institutes (BIRI, formerly BASIS) submission;
    b. To advise the Trustees on equal opportunities provision within the area of the Committee's remit;
    c. To provide Council with such assistance as it may from time to time require.

7) To advise the Director and Chair of the Development Committee of fundraising needs and priorities, and assist in fundraising activity as requested by them.

The Committee for Society, Arts and Letters reports to the Council

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FINANCE AND GENERAL PURPOSES COMMITTEE

The Finance and General Purposes Committee is responsible for the management of the School's financial and other assets, and has oversight of the School's accounts, estates, and personnel matters.

Membership: Chair: normally up to five further members; *ex officio* Chair of Council, Treasurer, and Director. The Committee may at any time co-opt additional expert advisors.

Functions:

1) To manage the School's finances:
    a. To receive and approve all annual budgets and monitor their implementation;
    b. To oversee the School's investments (*this function is currently delegated to the Investment Subcommittee, the chair of which shall be a member of the Finance and General Purposes Committee);*
    c. To advise Council on the financial aspects of the bid to the British International Research Institutes (BIRI, formerly BASIS) submission, and to scrutinize the text before submission.

2) To plan and direct fundraising activities (*this function is currently delegated to the Development Committee, the chair of which shall be a member of the Finance and General Purposes Committee).*

3) To oversee the School's estate.
    a. To receive annual reports on the condition of the School's estates and on works planned and undertaken;
    b. As directed by the Council, to oversee new projects and delegate executive functions (i.e. the appointment of project managers and major contractors, the approval of design etc.).

4) To manage the School's other assets:
    a. To formulate policy on intellectual property (as appropriate in consultation with the Committees for Archaeology, for Society, Arts and Letters, and Publications) and monitor its implementation;
    b. To discuss annually a risk assessment submitted by the Director.

5) To oversee personnel matters. The Committee may at its discretion delegate any matter to the Personnel Subcommittee, the chair of which shall be appointed from the Finance and General Purposes Committee.

6) To advise Council on any questions of extraordinary remuneration (e.g. of non-executive officers) which may from time to time arise. The advice of the Search Committee may be sought as appropriate.

7) To provide Council with such assistance as it may from time to time require.

8) To advise the Council on equal opportunities provision within the area of the Committee's remit.

The Finance & General Purposes Committee reports to the Council

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GOVERNANCE COMMITTEE

The Governance Committee conducts periodic reviews of the School's governance in accordance with the requirements and guidelines of the Charity Commission and the wider legislative framework and ensures that the School is compliant with UK legislation and regulations, and other requirements placed upon it (including those of the Charity Commission).

Membership: Chair; at least two members (normally with charity experience at a senior level); Director; Deputy Honorary Treasurer; *ex officio* Chair of Council. The Committee may at any time co-opt additional expert advisors.

Functions:

1) On the instruction of the Council, to conduct periodic reviews of governance in accordance with the requirements and guidelines of the Charity Commission.

2) To provide such advice on governance matters as the Council may from time to time require.

The Governance Committee reports to the Council

SEARCH COMMITTEE

The Search Committee has oversight of the composition of the Council, with the specific requirement to ensure that the Council is equipped to exercise critical scrutiny of all areas of the School's operations. It presents nominations from which the Council may then elect members. On the invitation of Council it also nominates candidates to Council for the role of Vice-President.

Membership: Chair (normally a Vice-President or individual of similar standing): normally three further members. One member shall be selected from among the members of Council. Attention should be given to ensuring a range of age and experience among the Committee. The Committee may at any time co-opt additional expert advisors.

Functions: To consider the composition of the Council on each occasion that a vacancy for a nominated member occurs, and to put forward names for consideration which ensure that the Council will retain the necessary range of skills and interests. To assist Council when invited to do so in identifying candidates for election as Vice-President according to the criteria set out in Statute 6.

1) To identify potential Council members by all appropriate means (confidential recommendation, self-nomination, targeted search etc.).

2) To assist the Council in identifying candidates for senior non-executive offices (including the Chair of Council, Vice-Presidents, and the Vice-Presidential member of Council).

3) To scrutinize potential nominees for Council and for senior non-executive offices according to Charity Commission recommendations to ensure their fitness to serve.

4) To conduct and monitor the nomination process to ensure equality of opportunity, and to report to the Council on this issue.

5) To provide the Council with such advice as it may from time to time require.

The Search Committee reports to the Council

DEVELOPMENT COMMITTEE

The Development Committee advises and guides the Council on fundraising activity, and assists the Governance Committee in ensuring that it is conducted in compliance with relevant UK legislation, regulations, and recommended good practice.

Membership: Chair of Council (as Chair), Vice-Chair of Council, Director, Hon. Deputy Treasurer; Public Engagement & Development Officer; Chair of BSA Friends; up to five further members (appointed with the aim of ensuring that key skills and relevant experience are

adequately represented). In attendance: Administrative Officer (London). The Committee may at any time co-opt additional expert advisors.

Functions:

1) To recommend to Council a strategy for fundraising, to oversee and monitor its implementation, and to monitor success.

2) To guide the work of its Executive Sub-Committee, now named the Campaign Steering Group (CSG), and to receive from it regular reports on progress.

3) To review implementation of the Institute of Fundraisers' Code of Fundraising Practice and of relevant advice from the Charity Commission and to liaise with the Governance Committee on all relevant matters.

4) To keep under review the status and recognition of Regular Members and Supporters and to ensure that all benefactions receive the most appropriate form of public recognition.

CAMPAIGN STEERING GROUP

The Campaign Steering Group (CSG) is responsible for implementation of an appropriate fundraising infrastructure and for its effective and timely functioning.

Membership: Director (as Chair), Chair of Council, Public Engagement & Development Officer, Dep. Hon. Treasurer, Ms Kate Smith, Dr Jackie Whalen, Dr Victoria McGuinness It may co-opt other members as appropriate.

The Development Committee reports to the Council

FITCH LABORATORY COMMITTEE

The Fitch Laboratory Committee maintains a strategic overview of the scientific, personnel and financial management of the Fitch Laboratory. It provides a point of liaison between the Fitch Laboratory Director and the UK scientific community, and advises him/her on any matters concerning the laboratory which may from time to time arise.

Membership: Chair: normally up to six further members (appointed so as to ensure representation of the scientific areas relevant to the Laboratory); *ex officio* Fitch Laboratory Director. The School Director shall be invited to attend meetings. The Committee may at any time co-opt additional expert advisors.

Functions:

1) To take a strategic overview of the scientific work of the Laboratory:
    a. To maintain a rolling 5-year plan of research and publication which shall be forwarded to the Committee for Archaeology;
    b. To approve new projects, paying regard to their academic quality, their relation to Laboratory strategy, effective use of Laboratory resources, and the range and balance of projects undertaken in the Laboratory;
    c. To ensure that the Laboratory engages in national and international collaborations of outstanding academic

merit;

d. To receive annual progress reports via the Laboratory Director;
e. To provide the Laboratory Director with such advice on scientific matters and Laboratory facilities and policy as s/he may from time to time require.

2) To appoint Laboratory staff:
   a. To oversee the appointment of the Laboratory Director;
   b. To appoint Fellows and other long-term employees;
   c. To approve recommendations for honorary or visiting positions or bursary holders in the Laboratory forwarded by the Laboratory Director.

3) To oversee the financial management of the Laboratory:
   a. To scrutinise annual accounts and recommend their approval to the Finance and General Purposes Committee.

4) To ensure that the results of Laboratory research are effectively disseminated:
   a. To liaise with project directors, the Committee for Archaeology and the Publications Committee to ensure timely publication of Laboratory projects;
   b. To assist the Publications Committee in maintaining a publications strategy which takes account of Laboratory needs.

5) To promote awareness of the facilities and activities of the Laboratory and its members.

6) To liaise with the Courses and Teaching Subcommittee to ensure that appropriate training opportunities are created.

7) To advise the Director and Chair of the Development Committee of fundraising needs and priorities, and assist in fundraising activity as requested by them.

8) To ensure that School strategy, as determined by Council and the Committee for Archaeology, is effectively implemented in the area of remit.

The Fitch Laboratory Committee reports to Council

FRIENDS' COMMITTEE

The Friends' Committee organises and advertises to all Supporters activities, projects, and events in which Subscribing Members may participate; it also determines the charges made for these. It further advises Council on the appropriate annual subscription for the Friends Tier of Supporters.

The Friends' Committee has responsibility for allocations from a restricted fund held by the School, and designated the 'Friends' Fund'. This comprises the historic balances built up by the Committee since the original inception of the Friends of the BSA in the 1980s, and the surplus income which it generates from its special activities. The Friends' Committee

administers this Fund and currently responds to requests for grants from it, normally made by the Director of the School.

Membership: Five members, one to be appointed by the Council, the remainder elected by members of all tiers of Supporters: three elected members to be from the Friends Tier at the time of their election, one from the higher tiers.
One additional member may be co-opted should additional skills be required.

In attendance:
The Development Officer
The London Administrative Assistant
The Director of the BSA, by invitation
The Chair of Council, by invitation
The Deputy Honorary Treasurer, by invitation

The Committee elects its own Chair (ratified by Council); candidates for election are asked to declare in their statements whether they would be willing to serve as Chair. If no member is willing to serve as Chair the Council shall make an appointment to the role. The Chair of the Committee is ex officio a member of Council.

Responsibilities of Friends' Committee:

1) Developing, organising and advertising a regular programme of lectures in the UK, and on occasion other educational or outreach events.
2) Developing, organising and advertising group fundraising events or projects, in collaboration with the Development Committee.
3) Taking decisions on allocations from the Friends' Fund for specific School purposes, on receipt of proposals, normally from the Director, or as put forward by the Council. The prime purpose of the Fund shall be to support research facilities, particularly the Library (Athens and Knossos) and the Fitch Laboratory. In moments of need, allocations may be made to satisfy other requirements.

The Friends' Committee reports to the Council

SUBCOMMITTEES OF COUNCIL

STUDENTSHIPS

The Studentships Subcommittee is charged by the Committee for Archaeology and the Committee for Society, Arts and Letters with the allocation of School funds for studentships and certain restricted research funds mostly connected with fieldwork. It has oversight of the process from advertisement to collection and analysis of statistics on award histories.

Membership: Chair; three other members including at least one senior and one early career academic, both with recent experience of the School in Athens; *ex officio* Director.

Functions:

1) To oversee the appointment of School students (advertising, interview, and appointment).

2) To oversee the annual competition for research funds as determined by the Council (*currently The Elizabeth Catling Memorial Fund for Archaeological Draughtspersonnship, The Richard Bradford McConnell Fund for Landscape Studies, The Vronwy Hankey Memorial Fund for Aegean Studies, The John Morrison Memorial Fund for Hellenic Maritime Studies, The Fieldwork Bursary Fund, and The Hector and Elizabeth Catling Fund*).

3) To allocate such other studentship and research funds as the Council shall from time to time require.

4) To monitor equal opportunities in applications and awards.

5) To advise the Director and Chair of the Development Committee of fundraising needs and priorities, and assist in fundraising activity as requested by them.

The Studentships Subcommittee reports to the Committee for Archaeology and the Committee for Society, Arts and Letters.

AREA SUBCOMMITTEES

(current Area Subcommittees cover Sparta and Lakonia and Lefkandi)

Subcommittees within this category are established by the Committee for Archaeology to serve as 'user groups', assembling those active on sites or in areas of long-term importance to the School's research. They provide continuity of experience, and help to ensure the effective planning, conduct and publication of research.

Membership: Chair: all project directors in the area of remit: normally up to three other active researchers in the area. The Director shall be invited to attend meetings.

Functions:

1) To take a strategic overview of the direction and progress of research in the area of remit.
    a. To forward to the Committee for Archaeology a rolling 5-year plan for research and publication in the area of remit;
    b. To receive and scrutinise project reports;
    c. To ensure the timely publication of research by monitoring progress reports, and to recommend reallocation of material to the Committee for Archaeology as appropriate;
    d. To consider and recommend to the Committee for Archaeology plans for conferences or other such activities related to the area of remit.

2) To provide a user-perspective on the condition and development of any facilities maintained by the School in the area of remit, and advise as appropriate.

3) To promote awareness of the School's research in the area of remit.

4) To provide advice to the officers of the School on any matters concerning the area of remit which may from time to time arise.

5) To advise the Director and Chair of the Development Committee of fundraising needs and priorities, and assist in fundraising activity as requested by them.

The Area Subcommittees report to the Committee for Archaeology

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CRETE SUBCOMMITTEE

The primary responsibility of the Crete Committee is to draw on the experience of those using the Knossos facilities in order to co-ordinate plans for research at Knossos and to advise on the maintenance and development of the facilities. Its secondary responsibility is to take a strategic overview of the School's wider activities on Crete as a whole. The Crete Subcommittee disperses restricted and endowment funds within its remit.

Membership: Chair: normally up to five additional members, the majority of whom who shall be regular users of the Knossos facilities; *ex officio* the Director, the Knossos Curator.

Functions:

1) To review the direction and progress of research on Crete, with particular reference to Knossos:

    a. To receive project reports and applications, and advise the Committee for Archaeology
    b. To advise, as required, the Committee for Archaeology regarding any 5-year rolling plan for research and publication that may be formulated by the BSA, with particular reference to Crete and Knossos;
    c. To encourage the timely publication of research by monitoring progress reports, to promote the digitization of excavation records, and to recommend reallocation of material to the Committee for Archaeology as appropriate;
    d. To consider and recommend to the Committee for Archaeology plans for conferences or other such activities on or related to Crete.

2) To allocate the Knossos Donated Fund and Knossos Research Fund.

3) To receive reports from the Knossos Curator and forward recommendations as required.

4) To provide a user-perspective on the condition and development of the Knossos facilities and estate, and advise as appropriate.

5) To promote awareness of the School's research and facilities at Knossos.

6) To provide advice to the officers of the School on any matters concerning Knossos which may from time to time arise.

7) To advise the Director and Chair of the Development Ccommittee of fundraising needs and priorities, and assist in fundraising activity as requested by them.

The Crete Subcommittee reports to the Committee for Archaeology

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COURSES AND TEACHING SUBCOMMITTEE

The Courses and Teaching Subcommittee has strategic oversight of the School's teaching activities with reference to scope, quality, market and uptake. It is responsible for all Quality Assurance matters.

Membership: Chair; a teacher in a relevant discipline (appointed in consultation with the Classical Association); normally up to three further members (at least one of whom must have experience of Quality Assurance in higher education); *ex officio* the Director, the Assistant Director.

Functions:

1) To establish the aims and objectives of the School's teaching programme in accordance with wider School strategy: in consultation with the Director, to determine annual priorities for delivery:
    a. To validate course proposals;
    b. To approve the appointment of course teachers;
    c. To address all Quality Assurance matters to ensure that, as appropriate, courses are compatible with UK degree structures;
    d. To ensure that course provision meets the needs of the UK market; to maintain dialogue with the relevant UK bodies at secondary and tertiary level; to ensure that School staff are fully aware of relevant developments in UK requirements and funding;
    e. To ensure that School courses are widely advertised to all potential clients.

2) To oversee course delivery and finance:
    a. To receive reports from course teachers and students;
    b. To receive accounts following each programme and monitor costs and fee levels;
    c. To monitor equal opportunities standards for access, enrolment and completion.

3) To monitor the allocation of scholarships and bursaries on the recommendation of course directors and the Director.

4) To monitor the School's provision of volunteering and internship opportunities.

5) To advise the Director and Chair of the Development Committee of fundraising

needs and priorities, and assist in fundraising activity as requested by them.

The Courses and Teaching Subcommittee reports to the Committee for Archaeology and to the Committee for Society, Arts and Letters.

INVESTMENT SUBCOMMITTEE

The Investment Committee has oversight of the School's investments.

Membership: Chair (who shall be a member of the Finance and General Purposes Committee); normally up to eight further members; *ex officio* the Treasurer. The Chair of Council and the Director shall be invited to attend meetings.

Function:

1) To ensure the effective management of the School's investments, with the objective of generating optimal levels of investment income.

The Investment Committee reports to the Finance and General Purposes Committee

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PERSONNEL SUBCOMMITTEE

The Personnel Sub-Committee (PSC) is a sub-committee of the Finance & General Purposes Committee (F&GPC) and has responsibility for all matters relating to the School's Human Resources.

Membership: The PSC is constituted mainly from the members of the F&GPC, though with the potential addition of those with relevant skills, such as HR. The PSC is chaired by the Chair of the F&GPC and consists of the Chair of the BSA, the Honorary Treasurer, and two other members as the Chair of the F&GPC may nominate from time to time, with the Director being in attendance. The Director will not be in attendance on any debate or decision relating to his / her performance, remuneration or employment status.

Functions:

1) The PSC reports to the F&GPC, which in turn reports to the Council.

2) A quorum shall be no less than five members, including the Chair of the F&GPC.

3) The PSC meets no less than once a year, prior to the School's year end, to review the staff's remuneration for the next financial year.

4) In order to help them in their review, the PSC makes use of the recommendations of the Director, and any third party salary surveys that may from time to time be available.

5) The PSC has oversight of job description, terms, conditions and remuneration of all new employees, including contracts for temporary staff and interns, as recommended by the Director.

6) Any disciplinary and redundancy procedures, are also reviewed by, and carried out in full consultation with, the PSC.

7) The PSC will have oversight of the School's policies on Grievance, Bullying and Harassment, and Whistleblowing, and may be called upon to resolve cases which cannot be resolved internally.