



## **Senior Management Group (SMG)** **Meeting Guidelines**

### **Purpose**

The Senior Management Group (SMG) is an informal advisory and consultation group established at the behest of the President. The group will provide advice and guidance to the President on matters such as (but not limited to) organisational strategy, risk management and operational oversight.

### **Responsibilities**

The SMG will be responsible for supporting the President on all matters relating to the management of the University. These could include, but are not limited to the following:

- Act as a sounding board for ideas, initiatives or concepts the President or other members of SMG may wish to explore
- Consult on the implementation of the University's strategic direction
- Ensure alignment of Faculty and Department goals with University objectives
- Monitor operational performance metrics and drive continuous improvement
- Provide a forum space for cross-functional collaboration and problem-solving
- Discuss existing and emerging legal, regulatory, and ethical requirements.

### **Membership**

Membership of SMG is entirely at the behest of the President. The SMG shall normally consist of senior postholders within the University who report directly to the President or Deputy President.

There will be a maximum of 14 members, with a view to achieving gender balance where possible. Membership of SMG is renewed at the start of each academic year by the President. Membership may change year on year depending on the post holders in place and/or the strategic requirements of the President and University.

### **Role**

This is an informal advisory and consultation group, and therefore not a decision making forum. The President will take on board advice provided.

Decision making in relation to University matters will be made through University Executive.

### **Confidentiality**

All discussions, proposals, and documents within the SMG are confidential unless explicitly stated otherwise. Members are expected to uphold this confidentiality.

As this is an informal group there will be no minutes taken.

### **Meetings**


Meetings will be chaired by the President or their nominee and will be conducted in a supportive, collegial and collaborative environment in line with our six University values. It is expected that members will be fully briefed on all materials provided before

the meeting. Colleagues are expected to regularly contribute to the topics discussed and constructive debate is encouraged.

Meetings shall normally be held once a week.

**Noted by Executive on 10<sup>th</sup> June 2025**

#### **Version Control Panel**

Document Name	SMG Meeting Guidelines		 Ollscoil Chathair Bhaile Átha Cliath Dublin City University
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End.