

AHUA MEMBERSHIP FORM

(Please complete all sections)

PLEASE CONFIRM (TICK BOX) THAT YOU MEET CRITERIA 1 AND EITHER 2a or 2b; ALSO ONE OR BOTH OF CRITERIA 3 AND 4:

1	My institution is based in the UK or Republic of Ireland and has degree awarding powers of those countries;	<input type="checkbox"/>
	My institution is outside the UK or Republic of Ireland and has degree awarding powers	<input type="checkbox"/>
2a.	I report to the Vice Chancellor, or have a dotted line report to the Chair of Council (or equivalent)	<input type="checkbox"/>
2b.	I report to the Vice Chancellor, or have a dotted line report to the Chair of Council (or equivalent) /or report to another senior staff member i.e. Registrar (or equivalent) please name:	<input type="checkbox"/>
3.	I am responsible for the majority(relating to 2a) / or some(relating to 2b) of professional services functions (eg Directors of HR, Finance, Estates, Legal, Student Services etc report to me)	<input type="checkbox"/>
4.	I act as Secretary to the Council (or equivalent)	<input type="checkbox"/>

CONTACT INFORMATION

Title		Surname	
First name			
Institution			
Job Title			
Date Appointed			
Department			
Address			
City			
Country			
Postcode			
Telephone			
Mobile			
Email			
Twitter Handle			
LinkedIn Name			

Cont'd over

AREAS OF INTEREST / SPECIALIST KNOWLEDGE

Please specify the areas in which you have a particular interest: eg Finance, Governance, Student Services

1	
2	
3	

REPRESENTATION ON OTHER GROUPS

Please indicate if you sit on any other HE related groups (eg Steering Groups, Working Groups or Boards)

	Organisation	Name of group	Position	Term End Date
1				
2				
3				

Please tell us how you found out about AHUA and what prompted you to join

PAYMENT DETAILS

- Annual AHUA Membership subscription is institutional and runs from August to August at a cost of £1535.00 (VAT Exempt).
- Institutions joining at other times during the year will be charged on a pro rata basis.
- Please indicate (✓) preferred type of payment

PAYMENT BY BANK TRANSFER	Purchase Order Number for Invoice:
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Please state invoice address if different to above.

Cont'd over

Data Protection

The information you provide will not be disclosed, sold or rented to any third party. The email address you provide is the address that will be used for contacting you directly regarding your AHUA membership or other AHUA business.

Please tick the options below as appropriate:

☐ I give my consent to my information being held on paper and electronically. This includes the Member's only area of the website which is used to inform members about AHUA activities. I consent to information being held after leaving the Association for statistical purposes only.

My email communication preferences (via MailChimp) are:

☐ AHUA monthly e-newsletter, and resource round up of latest news/information available on the AHUA's website

☐ AHUA member events (eg regional group meetings, AHUA conferences, online events)

Signed by the member		Date	
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PERSONAL / EXECUTIVE ASSISTANTS

It is helpful for the AHUA to have a note of the name and contact details of AHUA members' PAs or EAs. If your PA / EA is willing for us to hold their information, please ask them to complete the section below:

Assistant / Secretary			
Title		Surname	
First name(s)			
Job Title			
Telephone			
Email			

☐ I give my consent to my information being held in paper and electronically by the AHUA and understand that I can contact the AHUA at any time to ask for this to be removed.

Signed by the PA/EA		Date	
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Please return to:

Tracey Murray
Association of Heads of University Administration (AHUA)
Email: tracey.murray@ahua.ac.uk

Updated 04/2025

Office Use	
Check JT	
Access / Movements	
Email / Website / MC	
Sage / Inv	
Welcome TM / BV	
RC	