

AHUA MEMBERSHIP FORM

(Please complete all sections)

PLEASE CONFIRM (TICK BOX) THAT YOU MEET CRITERIA 1 AND 2; 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"/> |
| 2. | I report to the Vice Chancellor, or have a dotted line report to the Chair of Council (or equivalent) | <input type="checkbox"/> |
| 3. | I am responsible for the majority 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			
Is this your first COO/Registrar/Secretary role in the HE sector? (If so, various AHUA development opportunities may be open to you).	YES/NO		
Department			
Address			
City			
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 runs from August to August at a cost of £1,450.00.
- Institutions joining at other times during the year will be charged on a pro rata basis.
- Please indicate (✓) preferred type of payment

TO PAY BY CHEQUE (cheques to be made payable to the Association of Heads of University Administration)		Purchase Order Number for Invoice:
TO PAY BY BANK TRANSFER		

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, including in the Member's only area of the website, both while I am a member and also after leaving the Association (the latter 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)
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Manchester M60 1QD
Tel: 0161 275 8060 Email: tracey.murray@ahua.ac.uk

Updated 10/2021

Office Use

Check JT / Coaching	
Access / Movements	
Email / Website / MC	
Activation pending	
Sage / Inv	
Welcome TM / CW	
Coaching Excel / Access	
Coaches / RC	
Chair/AF	