



CUBO EXECUTIVE COMMITTEE CHAIR FOR CONFERENCES

Job Description

Job Role: Conference Chair

Organisation: CUBO (College and University Business Officers)

Type: Executive Committee Role (approx. 6–8 hours/month)

Term: Initial 3-year Term

Salary: Voluntary with reasonable expenses paid for attending meetings and events

Reports to: CUBO Chair and Executive Committee

Works with: CUBO Executive Director & CUBO Events & Engagement Manager

About CUBO

CUBO is the professional association for campus and commercial services professionals, with 126 institutional members in the UK, Ireland and South Africa, over 2000 individual members and over 50 corporate partners. We are a special interest organisation (SIO) of Professional Higher Education Services (PHES) Ltd, which also includes AUDE, BUFDG, HESPA, UHR, CHEIA and AULP. The PHES Board of Directors carry out the formal company director duties once on behalf of all SIOs. There is also a shared central staff for HR, IT and finance. Each SIO runs itself within a PHES governance framework, appointing an Executive Committee from among its members (mainly), which is fully responsible for the strategic development and operational oversight of the SIO.

Introduction

Conferences are a cornerstone of the CUBO calendar, providing essential opportunities for our members and partners to connect, share best practice, and explore innovative ideas. These events bring together leaders from across the sector, fostering collaboration and professional development that strengthen campus and commercial services.

With an ever-evolving higher education landscape, CUBO conferences play a vital role in addressing current challenges and showcasing solutions. They are a platform for thought leadership, sector insight, and networking, ensuring our members remain informed and inspired.

This role offers a unique opportunity to lead the strategic direction of CUBO's conference portfolio, influence sector conversations, and enhance the experience for hundreds of professionals. As Conference Chair, you will gain valuable Board-level experience, expand your professional network, and contribute to the continued success and reputation of CUBO as a leading voice in the sector.

Key Responsibilities

Leadership & Strategy

- Develop a conference strategy aligned with CUBO's mission to champion high-quality, innovative campus life activities.
- Share research, guidance, and best practice in conference management.
- Chair the CUBO Conference Steering Group to shape Summer and Winter Conference programmes.
- Gather member insights to reflect sector priorities.
- Encourage innovation and fresh ideas through collaboration and guest speakers.
- Use feedback to inform themes, content, and speaker selection.

Programme & Resource Development

- Represent CUBO on sector bodies and contribute to responses on government policy and legislation.
- Take part in panel debates and sessions at CUBO and partner events.
- Contributing independent opinions and judgment in wider Executive discussions, promoting and developing the business of the association
- Participate in regular planning meetings for Residence Life, Summer, and Winter Conferences.

Partnerships & Collaboration

- Help build and manage partnerships with sector organisations, venue providers, and relevant corporate and business partners.
- Foster collaboration across PHES member bodies (e.g., AUDE, BUFDG, UHR) to enhance cross-sector opportunities.

Governance & Reporting

- Contribute to good governance within the Executive Committee.
- Attend quarterly Executive meetings (two online, two in person) and maintain regular communication.
- Work with the Executive Director and team to assess and report on conference outcomes and financial performance.

Income Generation

- Develop and manage income streams related to Conferences and ensure cost-effective delivery while maintaining quality and relevance .

Support and Commitment

The role is supported at strategic level by the CUBO Chair and Board and operationally by the CUBO staff team:

- Executive Director
- Events & Engagement Manager
- Communications Officer
- Admin Officer

Employer support is essential to enable attendance at meetings, preparation of agendas, and updates for the Board and members.

Person Specification

Essential:

- Senior leadership role in campus or commercial services within a university.
- Passion for professional development and peer-led learning.
- Strong network and collaborative approach.
- Ability to chair meetings and lead groups effectively.
- Experience or interest in developing and delivering conference programmes (both online and offline).
- Commitment to the values and mission of CUBO.
- Knowledge of sector challenges and opportunities in higher education.
- Familiarity with organising large scale conferences and events.

Time Commitment

- Approx. 6-8 hours per month
- Attendance at Executive Committee meetings – 2 in person and 2 online and occasional additional strategy days
- Attendance at Conference Planning Meetings, weekly (1 hour)
- Attendance at CUBO's Summer and Winter conferences encouraged (institution covers delegate costs; CUBO covers additional Exec-related costs if necessary).

Why join us?

- Influence the strategic direction of CUBO
- Lead sector-wide innovation in Conferencing
- Develop your board-level skills and expand your network.
- Contribute to a stronger, more connected community in campus and commercial services.

How to apply:

Please complete [application form](#) and [return to Melissa Browne](#), Chair of the CUBO Executive Committee, By Friday 16th January 2026.