**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

**UNIVERSITIES AND COLLEGES INFORMATION SYSTEMS ASSOCIATION LIMITED (**the “**Company”)**

**FORM OF PROXY** for the ninth Annual General Meeting (the **'Meeting'**) of the Company, and the 31st Annual General Meeting of the association, to be held at 12:00 noon on Thursday 13th June 2024 online via MS Teams.

**BEFORE COMPLETING THIS FORM, PLEASE READ THE EXPLANATORY NOTES at the end of the document**
I/We,

|  |  |
| --- | --- |
| **Name of MEMBER**  | Name..................................................................................................................Institution………………………………………………………………………………………………………(please complete in block capitals) |

being a member of the Company, appoint

|  |  |
| --- | --- |
| Name of proxy  | Name.................................................................................................................Institution…………………………………………………………………………………………………..Or Emma Woodcock, UCISA Chair(PLEASE COMPLETE/DELETE WHERE APPROPRIATE) |

or, if no-one is named as proxy in the box above, the chair of the meeting, as y/our proxy to exercise all or any of my/our rights to attend and speak for me/us and on my/our behalf at the annual general meeting of the Company (the “AGM”) to be held at 12.00 noon on Thursday 13 June 2024 via MS Teams (and at any adjournment thereof).

I/We have indicated with an ‘X’ how I/we wish my/our votes to be cast on the Resolutions as set out below. In the absence of clear instruction below I/we direct that my/our proxy will vote (or abstain from voting) as he/she thinks fit for me/us and on my/our behalf, and on any other Resolution which may properly be dealt with at the AGM (or any adjournment there)

**SUMMARY OF RESOLUTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please mark ‘X’ to indicate how you wish to vote** | **FOR** | **AGAINST** | **WITHHELD** | **PROXY****DISCRETION** |
| **Ordinary Resolutions** |   |   |   |   |
| A. The approval of minutes of 2023 Annual General Meeting. |  |  |  |  |
| B. The adoption of the annual report and accounts of the Trustees for financial year ended 31 December 2023. |  |  |  |  |
| C. To re-appoint Critchleys the auditors of the Company to hold office from the conclusion of this meeting until the conclusion of the next general meeting of the Company at which audited accounts are laid, and to authorise the directors to fix their remuneration.  |   |   |   |   |
| D. The appointment of Sarah Cockrill, as Treasurer of the Company |   |   |   |   |
| The appointment of Matthew Flower, as Secretary of the Company |  |  |  |  |
| E. To elect two Elected Member to serve on the Board of Trustees.  |      |
| Nominees (alphabetically by institution): | **Please put an x in the box opposite one candidate** |
| Karen Bates, London Business School |      |
| Nick Gilbert, London School of Economics and Political Science |  |
| Rupa Dey, Queen Mary University of London  |  |
| Mark Johnston, University of Glasgow |  |
| Nathalie Czechowski, University of South Wales  |  |
| Iain McCracken, University of Sussex |  |
| *Please note that if you instruct your proxy to vote for more than one of the above, your proxy will have discretion to choose any one of the candidates you have indicated your intention to vote for.* |
| F. The appointment of the Chairs of the Special Interest Groups of the Charity | **FOR** | **AGAINST** | **WITHHELD** | **PROXY****DISCRETION** |
| **Business Relationship Management (BRM)** Richard Manley, University of the West of England, Inaugural Chair |  |
| **Business Technology Standard (BTS CoP)** John Butterworth, King’s College London  |  |
| **Corporate Information Systems Group (CISG)** James Smith, Birkbeck, University of London |  |
| **Digital Capabilities Group (DCG)**Annette Webb, York St John University  |
| **Digital Education Group (DEG)** Richard Goodman, Loughborough University |
| **Digital Infrastructure Group (DIG)**  Jim Florence, Robert Gordon University |
|  **Enterprise Architecture (EAG)** Joint Chair Russell Boyatt, Warwick UniversityJoint Chair Rosie Coffey*,* University College Cork |
| **Enterprise Service Management (ESM C0P)**Iain McCracken, University of Sussex Inaugural Chair |
| Higher Education Information Directors Scotland (HEIDS) Brian Henderson, University of Aberdeen |
| Higher Education Wales Information Technology (HEWIT)Simone Barbaresi, Bangor University Inaugural Chair |
| Immigration Administration (IA) - Community of PracticeJoint Chair Alex Lock, Anglia Ruskin UniversityJoint Chair Ross Porter, London Business School |
| **Midlands Group (MG)**Alex Goffe, Keele University, Inaugural Chair  |
| **UCISA London Group** Trevor Baxter, King’s College London |
| **Project and Change Management Group (PCMG)** Simon Baker, Birmingham City University |
| **Procurement Group (PG)** Rob Moore, Leeds Beckett University |
| **Security Group** David Thornley– Sheffield Hallam University |
| **Support Services Group (SSG)** Joint Chair - Andy Scott, Durham UniversityJoint Chair- Jo Mortimer, University of Reading  |
| **Sustainability group (SG)**Henrik Brogger, University of Reading  |
| **Web Services Group (WSG)**Claire Gibbons, Leeds Trinity University |
| **Women in Tech (WiT)**Christi Hopkinson, University of the West of England |
| **User Experience (UX) - Community of Practice**Joint Chair – Emma Horrell, University of EdinburghJoint Chair – Joseph Talbot, University of Oxford |
| **Please mark ‘X’ to indicate how you wish to vote** |  |  |  |  |
| G. To receive the Treasurer’s Report for the financial year 2023 and summary budgets for 2024 and 2025. |  |
| H. To approve the proposal that subscription fees are increased by 5% for 2025 |   |   |   |   |
| I.Any other resolutions which may be put to the meeting |  |  |  |  |

Please indicate with an ‘X’ in the appropriate box opposite each resolution how you wish your vote to be cast. **If you do not select any of the options for a resolution, your proxy will vote (or abstain) as he or she thinks fit** on the above resolutions and on any other resolution on which a vote is put to the meeting or to any adjournment thereof.

|  |  |
| --- | --- |
| signature: | ............................................................................................................................................. |
| date: | ............................................................................................................................................. |

**NOTES TO PROXY FORM**

*Form of proxy*

1. As a member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes and the notes to the notice calling the general meeting.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person and vote, your proxy appointment will automatically be terminated.

*Appointment*

1. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the chair of the meeting, insert their full name where indicated. If you leave this space blank, the chair of the meeting will be appointed your proxy. Where you appoint as your proxy someone other than the chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the chair and give them the relevant instructions directly.

*Voting directions*

1. To direct your proxy how to vote on the resolutions mark the appropriate box with an “X”. If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as they thinks fit in relation to any other matter which is put before the meeting, including a motion to adjourn.

*Returning your form of proxy*

1. To appoint a proxy using this form, the form must be:
	* 1. Completed and signed; and
		2. Scanned in and returned to **admin@ucisa.ac.uk**; in a format where the document is legible, and the signature is clearly visible or
		3. To be valid your proxy form **must be** received by the Company **no later than noon on Wednesday 12 June 2024.**
2. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence. For details of how to change your proxy instructions or revoke your proxy appointment see the notes to the notice of meeting. Please note that proof of posting or sending prior to the deadline is not proof of receipt by the Company.