

**APPENDIX K
TERMS OF REFERENCE AND MEMBERSHIP OF STANDING COMMITTEES**

1. There shall be the following Standing Committees of CUSU:
 - A. Communications
 - B. Education
 - C. Welfare
 - D. Commercial Services
 - E. Volunteering

2. All Standing Committees shall:
 - i) Keep Minutes and supply reports to the Executive Committee and review its terms of reference and membership annually
 - ii) The Chair shall act as convenor
 - iii) Meet a minimum of once per month during term time unless otherwise stated in the Terms of Reference
 - iv) Give five working days notice to all its members
 - v) The quorum shall be 50% plus one of the filled voting members
 - vi) Be open to Ordinary Members, with speaking rights, at the discretion of the Committee
 - vii) Members who are absent from two consecutive meetings or from three throughout the year, without apologies, will forfeit their membership

A. Communications

- 1) Its function shall be:
 - i. To receive reports and consider matters of policy relating to the CUSU's communications to all stakeholders
 - ii. To consider matters of general policy relating to all media for communications
 - iii. To consider and make recommendations on the matters relating to all aspects of the University's communications
 - iv. To consider all media forms of local, regional and national communications of CUSU's policies and services
 - v. To co-ordinate appropriate campaigns
 - vi. To liaise with other CUSU Committees where appropriate
 - vii. To advise and make recommendations to Executive Committee and Union Council on the above
 - viii. To consider other matters that the Executive Committee or Union Council may from time to time consider appropriate

- 2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
VP Communications (Chair)	Ex-officio
VP Student Activities	Ex-officio
Radio Station Council Rep	Ex-officio
Source Newspaper Council Rep	Ex-officio
CUTV Councillor	Ex-officio
2 Union Council Officer	By Union Council
2 Ordinary Members	By Union/Annual General Meeting
<u>Non Voting Members</u>	
Members of CUSU Staff with Appropriate Responsibilities	Co-option

B. Education

- 1) Its function shall be:
 - i. To consider students' interests in the quality of teaching and learning and support services in the University

- ii. To support student representation within the University
- iii. To receive reports from Faculty Chairpersons, other student representatives and CUSU staff on University Committees, Boards and Panels
- iv. To support and initiate policy discussion on education matters in the local, regional and national contexts
- v. To co-ordinate appropriate campaigns
- vi. To liaise with other CUSU Committees where appropriate
- vii. To advise and make recommendations to Executive Committee and Union Council on the above
- viii. To consider other matters that the Executive Committee or Union Council may from time to time consider appropriate

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
VP Academic Affairs (Chair)	Ex-officio
President	Ex-officio
5 Faculty Chairs	Ex-officio
2 Union Council Officers	By Union Council
2 Ordinary Members	By Union/Annual General Meeting
<u>Non Voting Members</u>	
Members of CUSU Staff with Appropriate Responsibilities	Co-option

C. Welfare

1) Its function shall be:

- i. To receive reports from representatives on University Committees, Boards and Panels
- ii. To consider matters of student welfare including: housing, financial support, and the mental and physical wellbeing of all students
- iii. To co-ordinate and initiate policy discussion on student welfare matters in the local, regional and national contexts
- iv. To receive and make reports on the provision of supporting welfare services in CUSU
- v. To co-ordinate appropriate campaigns
- vi. To liaise with other CUSU Committees where appropriate
- vii. To advise and make recommendations to Executive Committee
- viii. To consider other matters that the Executive Committee or Union Council may from time to time consider appropriate

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
VP Welfare (Chair)	Ex-officio
Disabled Students' Officer	Ex-officio
Students with Dependents' Officer	Ex-officio
Women's Officer	Ex-officio
2 Union Council Officers	By Union Council
4 Ordinary Members	By Union/Annual General Meeting
<u>Non Voting Members</u>	
Members of CUSU Staff with Appropriate Responsibilities	Co-option

D. Commercial Services

1) Its function shall be:

- i. To support the development and operation of all general (trading and non trading) services provided by CUSU, ensuring they meet the needs of the members
- ii. To oversee the strategic planning of events to ensure the CUSU provides a balanced programme of social and cultural events
- iii. To facilitate the response from members regarding CUSU and to seek feedback on events
- iv. To facilitate participation of CUSU Sports and Societies in Commercial Services
- v. To be oversee the planning of major events
- vi. To co-ordinate appropriate campaigns
- vii. To advise and support elected officers on service matters
- viii. To liaise with other CUSU Committees where appropriate
- ix. To advise and make recommendations to Executive Committee and Union Council on the above
- x. To consider other matters that the Executive Committee or Union Council may from time to time consider appropriate

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
President (Chair)	Ex-officio
VP Communications	Ex-officio
VP Student Activities	Ex-officio
3 Union Council Officers	By Union Council
3 Ordinary Members	By Union/Annual General Meeting
<u>Non Voting Members</u>	
Members of CUSU Staff with Appropriate Responsibilities	Co-option

E. Volunteering

1) Its function shall be:

- i. To support the strategic development, policies, plans and opportunities for volunteering within the local community for students and staff of Coventry University
- ii. To advise on the personal development and accreditation of volunteering
- iii. To advise on the promotion within the Coventry University and the local community of volunteering by staff and students
- iv. To assist in the liaison with CUSU, Coventry University staff and committees to strategically develop volunteering
- v. To support the liaison with external organisations in the development of sustainable funding and volunteering opportunities for staff and students
- vi. To advise and make recommendations to Executive Committee and Union Council on the above
- vii. To consider other matters that the Executive Committee or Union Council may from time to time consider appropriate

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
President	Co-option
VP Academic Affairs	Co-option
VP Student Activities (Chair)	Ex-officio
2 Volunteer Representatives	Ex-officio
2 Union Council Members	By Union Council
2 Ordinary Members	By Union/Annual General Meeting
<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU Staff with Appropriate Responsibilities	Co-option