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# Trustee Board

**Sub Committees:** Governance Committee

Officer Remuneration Committee Finance & Staffing Committee

**Minutes:** Private and Confidential – Available on request

**Frequency of Meetings:** Four per academic year

**Updated/Reviewed:** October 2023

## Membership

**Chair:** President

**Deputy Chair:** Lay Trustee or Student Trustee

**Secretary:** Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury Vice President Achievement and Belonging

**Other Members:** Four students elected from the student body

Four external trustees appointed by a panel of trustees (In line with the rules set out in the Union’s Constitution).

## Terms of Reference

1. Have ultimate responsibility for the strategic direction and financial stability of the Union
2. Review and approve policies within the agreed cycle as per the Students’ Union Policy Tracker
3. Approve annual funding submission and annual operating budget
4. Approve annual financial statements and accompanying annual report
5. Be ultimately responsible for all staff development and for the performance management of the Chief Executive Officer
6. Approve the Union’s strategic plan and ensure that the Union’s management team are meeting key performance indicators
7. Appoint the Union’s auditors and other external consultants
8. Approve membership and affiliations to external bodies
9. Ensure that the Union is operating within the parameters of charity and other applicable legislation and best practice
10. Annually monitor and review the Union’s governing articles
11. Receive reports from its sub and standing committees along with other Union committees, forums and meetings as is appropriate
12. The Trustee Board will, in line with its constitutional authority, delegate some of its powers and responsibilities to other Union committees, so far as the Board sees fit and practicable.

**Frequency of Meetings:** Ten per year

**Updated/Reviewed:** October 2023

## Membership

**Chair:** President

**Secretary:** Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Vice President Achievement and Belonging

Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury Finance Manager

Human Resources and Development Manager

**Other Members:** One lay trustee (agreed annually by the Board).

One student trustee (agreed annually by the Board)

## Terms of Reference

1. Monitor and scrutinize the financial performance of the Students’ Union
2. Monitor the application of the Union’s HR processes
3. Receive financial reports including monthly management accounts
4. Approve any changes to the Union’s staff structure
5. Approve changes to the terms and conditions of Union employees
6. Monitor compliance to the Union’s Financial Procedures.
7. Review the Student Union insurances annually.
8. Review the annual accounts and the Audit Findings report, then make recommendations to the Board.
9. Review the annual budgets and make recommendations to the Board.
10. Review and approve policies within the agreed cycle as per the Students’ Union Policy Tracker.

**Chair:** President or Student Trustee

**Secretary:** Deputy Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury Vice President Achievement and Belonging

Chief Executive Officer Student Experience Manager

**Other Members:** One lay trustee (agreed annually by the Board)

Up to two student trustees (agreed annually by the Board) Student Engagement Co-Ordinator – Uxbridge

Student Engagement Co-Ordinator – High Wycombe

## Terms of Reference

1. Monitor adherence to the Union’s Constitution and governing articles
2. Propose constitutional revisions to the University’s Governance Committee
3. Approve revisions to the Union’s Bye Laws
4. Monitor the effectiveness of the Union’s committee structure
5. Ensure the Union is compliant with any changes to charity or other law
6. Receive reports from the Union’s Returning Officer and Deputies.
7. To act as an appointments committee for Trustee Board and select an appropriate panel for interview

**Chair:** External Trustee (as agreed by the Board)

**Secretary:** Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Up to two student trustees or Officers (agreed annually by the

Board)

**Other Members:** If two student Trustees could not be found it would be possible to co-opt other Student Leaders to sit on the Committee

## Terms of Reference

1. Approve and monitor the pay of the Union’s elected full-time officers using available benchmarking data.
2. Review and approve the terms and conditions for the Union’s elected full-time officers.

**Chair:** Student Chair of Union Council (elected annually)

**Secretary:** Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** President of the Students’ Union

Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury Vice President Achievement and Belonging

Student Experience Manager Student Engagement Coordinator/s

**Other Members:** Open to the entire student body to attend

## Terms of Reference

1. Provide feedback on Union services
2. Provide feedback and direction to Union campaigns
3. Provide scrutiny of University plans processes and strategy to inform the work of the Union.

**Chair:** Student Chair of AU Council (elected annually)

**Secretary:** Student Activities Manager

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Vice President Achievement and Belonging

Student Activities Coordinator (Competitive Sport) Student Activities Manager

Chairperson (or their nominee) of every club affiliated to the AU

**Other Members:** None

## Terms of Reference

1. Provide feedback to the Department on the provision of support and services
2. Discuss and share examples of good practice and issues of concern
3. Contribute to the planning of events such as the Athletic Union Awards and Varsity
4. Monitor the financial position of clubs within the Athletic Union
5. Discuss progress against the Union’s Accreditation Scheme
6. Provide feedback on issues and campaigns which the Union is addressing as they relate to the Athletic Union.

**Secretary:** Student Activities Coordinator (Recreational Sport & Societies)

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Chairperson (or their nominee) of every affiliated Society

Vice President Achievement and Belonging

**Other Members:** Society members

## Terms of Reference

1. Provide feedback to the Department on the provision of support and services
2. Discuss and share examples of good practice and issues of concern
3. Provide feedback on issues and campaigns which the Union is addressing as they relate to the Societies
4. Discuss progress against the Union’s Accreditation Scheme
5. Provide feedback on issues and campaigns which the Union is addressing as they relate to Societies

Vice President Education & Welfare (Uxbridge)

**Secretary:** Student Experience Manager **Minute Secretary:** Administration Coordinator **Ex Officio Members:** Deputy Chief Executive Officer **Other Members:** All School Officers

**In Attendance:** Student Engagement Coordinator (Uxbridge)

Student Engagement Coordinator (High Wycombe) Postgraduate Students’ Executive Officer

Part Time and Commuting Students’ Executive Officer

## Terms of Reference

1. To act as a forum for School Officers to engage them in any of the student led campaigns
2. To inform School Officers of current research and potential policy developments
3. To provide a relaxed and informal environment where the Student Experience Manager can gather student opinion on current research and potential policy options
4. To create an environment within which School Officers will be empowered to conduct their own research
5. To provide School Officers with the tools, such as printed surveys / comment cards, to gather feedback on behalf of the Students’ Union on current research and potential policy options.
6. To discuss issues referred to it by the Feedback Oversight Group.

**Co-Chair:** Elected Student Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Executive Officers

Sabbatical Officers

Student Experience Manager

Student Engagement Coordinator (High Wycombe) Student Engagement Coordinator (Uxbridge)

Chief Executive Officer

**Other Members:** As required

## Terms of Reference

1. To act as a forum to discuss:
   * Anonymized student feedback
   * Upcoming Campaigns
   * Sharing of ideas
2. To review the impact of previous campaigns and initiatives.
3. To share updates of University news and progress in relevant areas.
4. To enable and support the Executive Officers to deliver their responsibilities in representing their student groups.
5. To act as a platform for the Executive Officers providing them with the support they need to launch and manage campaigns.

Student Activities Committee Elections Planning Committee Student Advice & Welfare Committee

**Minutes:** Redacted minutes available on request.

Also reported to Union Council by a Student Trustee

**Frequency of Meetings:** Eleven per year

**Updated/Reviewed:** October 2023

## Membership

**Chair:** President

**Secretary:** Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury Vice President Achievement and Belonging

HR and Development Manager Communications & Marketing Manager Deputy Chief Executive Officer

Finance Manager

**Other Members:** One student Trustee

Student Experience Manager

## Terms of Reference

1. Responsible for the construction and delivery of Union strategy
2. Maintaining oversight of annual operating plans
3. Maintaining oversight of the Union’s committee structure and its effectiveness
4. Managing the performance of the Union against agreed performance indicators
5. Establishing service standards and monitoring their implementation.
6. Reviewing feedback from Union Council and feeding it into the main body of the work of the Student Union
7. To agree, plan, manage and monitor Union campaign activity

**Minutes:** Available on request **Frequency of Meetings:** Six per academic year **Updated/Reviewed:** October 2023

## Membership

**Chair:** Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury

**Secretary:** Student Experience Manager **Minute Secretary:** Administration Coordinator **Ex Officio Members:** President

Deputy Chief Executive Officer

Student Engagement Coordinator (Uxbridge) Student Engagement Coordinator (High Wycombe)

**Other Members:** None

## Terms of Reference

1. Monitor the effectiveness of the Union’s representative system
2. Maintain an oversight of feedback from student representatives
3. Identify issues and themes to inform Union planning and campaigns
4. Set reward tariffs for student representatives.
5. Monitor and review the effectiveness of student led campaigns

**Minutes:** Published online **Frequency of Meetings:** Four per academic year **Updated/Reviewed:** October 2023

## Membership

**Chair:** Vice President Achievement and Belonging

**Secretary:** Student Activities Manager **Minute Secretary:** Administration Coordinator **Ex Officio Members:** Deputy Chief Executive Officer

Student Activities Manager

Student Activities Coordinator (Competitive Sport)

Student Activities Coordinator (Volunteering & Charity Fundraising) Student Activities Coordinator (Recreational Sport & Societies)

**Other Members:** AU Council Chair Societies Council Chair

## Terms of Reference

1. Be responsible for the delivery of services within the Student Activities Department
2. Monitor management accounts for clubs and societies
3. Maintain oversight of the Departments Annual Operating Plan
4. Review departmental performance against key performance indicators
5. Collect, consider and act on student feedback.
6. Monitor / have oversight of minibus transport.
7. To receive reports on medical data and injuries throughout the year.

**Frequency of Meetings:** Monthly (December to April)

**Updated/Reviewed:** October 2023

## Membership

**Chair:** Deputy Chief Executive Officer

**Secretary:** Student Experience Manager

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Communications & Marketing Manager

Student Engagement Coordinator (Uxbridge) Student Engagement Coordinator (High Wycombe) Digital Marketing Coordinator

**Other Members:** The December Meeting each year will be a strategy session and

involve a wider range of staff, including from Student Activities

## Terms of Reference

1. Establish the process and timescale for Union elections
2. Annually review election regulations
3. Have responsibility for the operational aspects of Union elections including promotion, voting, hustings and the count.

**Chair:** Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury

**Secretary:** Deputy Chief Executive Officer **Minute Secretary:** Administration Coordinator **Ex Officio Members:** President

**Other Members:** All Senior Advisers and Advisors within the Student’s Union

Student Engagement Co-ordinator Student Experience Manager

## Terms of Reference

1. Identify and monitor issues arising from casework to inform Union strategy and planning
2. Provide a forum for disseminating good practice and sharing common issues
3. Maintain oversight of the Department’s Annual Operating Plan
4. Collect and consider student feedback.
5. Monitor compliance with the Advice Quality Standards
6. Consider strategic interventions that will strengthen advice services for students
7. Discuss and respond to changes in University policy that impact student advice and welfare
8. Provide a forum for assisting sabbatical officer campaigns as they relate to advice and welfare
9. Identify issues affecting the operation of the Advice Centre, to be discussed in the committee itself or another relevant forum

**Chair:** Vice President Achievement and Belonging

**Secretary:** Student Activities Coordinator (Recreational Sport & Societies)

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Up to two student representatives

Deputy Chief Executive Officer Student Activities Manager Finance Manager

Student Activities Coordinator (Volunteering & Charity Fundraising)

**Other Members:** One member elected from Societies Council

## Terms of Reference

1. Establish principles and criteria for the allocation of societies funding and make awards to societies in line with those principles.

**Chair:** Vice President Education & Welfare

**Secretary:** Student Experience Manager **Minute Secretary:** Administration Coordinator **Ex Officio Members:** President

Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury Deputy Chief Executive Officer (Optional)

Student Engagement Coordinators (HW and Uxb)

**Other Members:** School Officers

## Terms of Reference

1. To plan Student Union attendance at all Programme Committee Meetings.
2. To decide which issues and / or topics to raise across schools and brief the School Officers on questions to be asked.
3. To collate information from Programme Committee meetings across the University to identify any common themes or issues.

**Chair:** Vice President Student Involvement

**Secretary:** Student Activities Manager

**Minute Secretary:** Administration Support Coordinator

**Ex Officio Members:** Deputy Chief Executive Officer

Activities Coordinator (Competitive Sport)

Activities Coordinator (Volunteering & Charity Fundraising) Activities Coordinator (Recreational Sport & Societies) Student Experience Assistant (Uxb)

**Other Members:** AU Council Chair Societies Council Chair

## Terms of Reference

1. Be responsible for the delivery of services within the Student Activities Department
2. Monitor management accounts for clubs and societies
3. Maintain oversight of the Department’s Annual Operating Plan
4. Review departmental performance against key performance indicators
5. Collect, consider and act on student feedback.
6. Monitor / have oversight of minibus transport.
7. To receive reports on medical data and injuries throughout the year.

**Updated/Reviewed:** October 2023

## Membership

**Chair:** Deputy Chief Executive Officer

**Secretary:** Student Experience Manager

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Communications and Marketing Manager

Student Experience Manager

Student Engagement Coordinators (HW and Uxb) Digital Marketing Co-Ordinator

Student Activities Manager

Student Activities Coordinator (Recreational sports and societies)

**Other Members:** Venue Manager

## Terms of Reference

1. To act as a forum for the effective planning of Union Awards in May of each academic year.
2. To review the event after it has occurred to inform the planning for the following year.

# Fairtrade Committee

### Sub Committees: None

**Minutes:** Available on request **Frequency of Meetings:** As required **Updated/Reviewed:** October 2023

## Membership

**Chair:** Vice President Achievement and Belonging

**Secretary:** Student Activities Coordinator (Volunteering and Charity Fundraising)

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** President

Deputy Chief Executive Officer Student Activities Manager Project Coordinator

Fairtrade Student Ambassador Green Student Ambassador

**Other Members:** University Chaplain

University Head of Sustainability Interested University Academic Staff

## Terms of Reference

1. To assesses the green impact of the Students’ Union and look for ways to maximize recycling, energy efficiency and other environmentally-friendly initiatives.
2. To monitor the SU’s commitment to and adherence to Fairtrade principles and seek ways to improve this.
3. To hold the University to account in their aim to reach carbon neutrality by 2030
4. To consider accreditation submissions in draft form.

**Chair:** Student Activities Manager

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Student Activities Coordinator (Active Sport)

Student Activities Coordinator (Recreational Sport and Societies) Vice President Achievement and Belonging

Deputy Chief Executive Officer

**Other Members:** Communications and Marketing Manager

## Terms of Reference

1. To act as a forum for the effective planning of Athletic Union Dinner in April or May of each academic year.
2. To review the event after it has occurred to inform the planning for the following year.

**Chair:** Student Experience Manager

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** President

Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury Student Engagement Coordinator (Uxb)

Student Engagement Coordinator (HW)

**Other Members:** School Officers Member of Venue Staff

Member of Training and Development

## Terms of Reference

1. To act as a forum for the effective planning the Rep Conference each academic year.
2. To review the event after it has occurred to inform the planning for the following year.

**Chair:** Deputy Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Finance Manager

Communications and Marketing Managerr HR and Development Manager

**Other Members:** As required

## Terms of Reference

1. To devise and implement an audit schedule of policies, processes and systems to ensure internal, legal and statutory compliance
2. Monitor, report and make recommendations to Governance and other committees on the completeness, adherence and effectiveness of Union policies, processes and systems
3. Identify and disseminate good practice in relation to the operation of policies and procedures

**Updated/Reviewed:** October 2023

## Membership

**Chair:** Deputy Chief Executive Officer

**Secretary:** Student Experience Manager

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** HR and Development Manager

Student Experience Manager

Training and Development Coordinator Student Engagement Co-Ordinator (Uxb) Student Engagement Co-Ordinator (HW)

**Other Members:** At least one member of the current Sabbatical Officer Team

## Terms of Reference

1. To plan training events for new Sabbatical Officers, Student Trustees and other Student Leaders.
2. To monitor the effectiveness and organization of the training events.
3. To review the feedback obtained from training and incorporate this as appropriate into future events.

# and Inclusion Committee

### Sub Committees: None

**Minutes:** Private and Confidential – Available on Request **Frequency of Meetings:** Three per year (one per term) **Updated/Reviewed:** October 2023

## Membership

**Chair:** Vice President Achievement and Belonging

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Vice President Education & Welfare High Wycombe

Vice President Education & Welfare Uxbridge & Aylesbury President

HR and Development Manager Student Trustee

LGBTQ+ Executive Officer International Executive Officer Women’s Executive Officer Mature Executive Officer BAME Executive Officer Disabilities Executive Officer

**Other Members:** None

## Terms of Reference

1. To ensure that all of SU activities are undertaken in a way that complies with Equality, Diversity and Inclusion policy.
2. To ensure that the SU is fairly representing all student groups.
3. To keep the Equality, Diversity and Inclusion policy under review after approval by Finance and Staffing Committee.
4. To assist in encouraging people from all student groups to become involved with the SU and enable them to develop into Student Leaders.
5. To monitor demographic data for both SU staff and students and report this to Finance and Staffing Committee.

# Appointments Committee

### Sub Committees: None

**Minutes:** Published online **Frequency of Meetings:** As requiredr **Updated/Reviewed:** September 2019

## Membership

**Chair:** President

**Secretary:** Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Vice President Education & Welfare

Vice President Student Involvement HR and Development Manager

**Other Members:** Two members of Union Council.

## Terms of Reference

1. To agree the recruitment process for external trustees, interview candidates and oversee the associated process
2. To appoint external trustees.

# Working Group (Ad Hoc)

### Sub Committees: None

**Minutes:** Published online **Frequency of Meetings:** As Required **Updated/Reviewed:** September 2018

## Membership

**Chair:** Deputy Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** Student Experience Manager

Student Engagement Coordinator (Uxb) Admin and Information Officer

**Other Members:** None

## Terms of Reference

1. To adhere to Transport for London requirements for the administration of the student Oyster Card Scheme.
2. To act as a forum for sharing of information regarding the issue of student Oyster Cards and promulgating good practice.
3. To ensure parity of experience for students across all campuses

# Partner College Working Group

### Sub Committees: None

**Minutes:** Published online **Frequency of Meetings:** Six per academic year **Updated/Reviewed:** September 2018

## Membership

**Chair:** Deputy Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** President

Vice President Education and Welfare Vice President Student Involvement Student Activities Manager

Activities Coordinator (Volunteering and Charity Fundraising) Activities Coordinator (Recreational Sport and Societies)

**Other Members:** Welfare Advisor (Uxbridge)

HR & Development Manager

## Terms of Reference

1. To agree, plan and manage Students’ Union Partner College activity
2. To set engagement targets for the Partners and review effectiveness
3. To develop Partner College student involvement in the Students’ Union activities

# Quality Students Union Steering Group

### Sub Committees: None

**Minutes:** Published online **Frequency of Meetings:** As required **Updated/Reviewed:** October 2018

## Membership

**Chair:** Deputy Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** President

Communications and Marketing Manager HR and Development Manager

Student Experience Manager

**Other Members:** None

## Terms of Reference

1. To oversee the completion of the Quality Students’ Union application.
2. To collate the necessary evidence for the application by calling on appropriate staff as necessary.
3. To ensure that all SU staff members are appropriately briefed as to the progress of QSU accreditation

# Student Ideas Working Group

### Sub Committees: None

**Minutes:** Published online **Frequency of Meetings:** As required **Updated/Reviewed:** October 2019

## Membership

**Chair:** Student Engagement Co-Ordinator

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** President

Vice President Student Engagement Vice President Education and Welfare Student Experience Manager

**Other Members:** None

## Terms of Reference

1. To facilitate the promotion of the Student Ideas platform.
2. To approve submitted student ideas for Union Council.
3. To prepare approved student ideas for discussion at Union Council
4. To organize or help to organize the promotion of approved student ideas.

# Strategic Plan Working Group

### Sub Committees: None

**Minutes:** Published online **Frequency of Meetings:** As required **Updated/Reviewed:** September 2018

## Membership

**Chair:** Chief Executive Officer

**Minute Secretary:** Administration Coordinator

**Ex Officio Members:** HR and Development Manager

Communications and Marketing Manager Deputy Chief Executive Officer

Finance Manager

**Other Members:** As required

## Terms of Reference

1. To oversee the completion of the new Students Union Strategic Plan every three years in advance of the previous plan expiring.
2. To formulate a new plan using appropriate information, by commissioning research if necessary and by calling on appropriate Student Union staff as required.
3. To ensure that all SU staff members are appropriately involved and fully briefed as to the progress of new strategic plan.



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