



**BUCKS
STUDENTS'
UNION**

TERMS OF REFERENCE

of

Bucks Students' Union

November 2024

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Trustee Board

Sub Committees:	Governance Committee Officer Remuneration Committee Finance and 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 and Welfare High Wycombe Vice President Education and Welfare Uxbridge and 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.

Finance and Staffing Committee

Sub Committees:	None
Minutes:	Private and Confidential – Available on request
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 and Welfare High Wycombe Vice President Education and Welfare Uxbridge and 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.

Governance Committee

Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	Minimum of three per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	President or Student Trustee
Secretary:	Deputy Chief Executive Officer
Minute Secretary:	Administration Coordinator
Ex Officio Members:	Vice President Education and Welfare High Wycombe Vice President Education and Welfare Uxbridge and 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.

Officer Remuneration Committee

Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	Once per academic year
Updated/Reviewed:	October 2023

Membership

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.

Union Council

Sub Committees:	None
Minutes:	Published online
Frequency of Meetings:	Seven per academic year
Updated/Reviewed:	October 2023

Membership

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 and Welfare High Wycombe Vice President Education and Welfare Uxbridge and 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.

Athletic Union Council

Sub Committees:	None
Minutes:	Published online
Frequency of Meetings:	Seven per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	Student Chair of Athletic Union 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 Athletic Union
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.

Societies Council

Sub Committees:	None
Minutes:	Published online
Frequency of Meetings:	Seven per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	Student Chair of Societies Council (elected annually)
Secretary:	Student Activities Coordinator (Recreational Sport and 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.

Education Forum

Sub Committees:	N/A
Minutes:	Available on request
Frequency of Meetings:	Three per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	Vice President Education and Welfare (High Wycombe) Vice President Education and Welfare (Uxbridge and Aylesbury)
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.

Student Voice Officers

Sub Committees:	None
Minutes:	Available on Request
Frequency of Meetings:	Ad Hoc
Updated/Reviewed:	November 2024

Membership

Chair:	Chief Executive Officer
Co-Chair:	Student Voice Officer
Secretary:	Student Experience Manager
Minute Secretary:	Administration Coordinator
Ex Officio Members:	Student Voice Officer 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 Student Voice Officer to deliver their responsibilities in representing their student groups.
5. To act as a platform for the Student Voice Officer providing them with the support they need to launch and manage campaigns.

Strategy and Planning Committee

Sub Committees:	Representation Management Committee Student Activities Committee Elections Planning Committee Student Advice and 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: November 2024

Membership

Chair:	President
Secretary:	Chief Executive Officer
Minute Secretary:	Administration Coordinator
Ex Officio Members:	Vice President Education and Welfare High Wycombe Vice President Education and Welfare Uxbridge and Aylesbury Vice President Achievement and Belonging HR and Development Manager Communications and Marketing Manager Deputy Chief Executive Officer
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.

Representation Management Committee

Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	Six per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	Vice President Education and Welfare High Wycombe Vice President Education and Welfare Uxbridge and 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.

Student Activities Committee

Sub Committees: Societies Funding Committee

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 and Charity)

Fundraising)

Student Activities Coordinator (Recreational Sport and Societies)

Other Members: Athletic Union 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.

Elections Planning Committee

Sub Committees:	None
Minutes:	Available on request
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 and 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.

Student Advice and Welfare Committee

Sub Committees:	None
Minutes:	On request, and redacted
Frequency of Meetings:	Five per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	Vice President Education and Welfare High Wycombe Vice President Education and Welfare Uxbridge and 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.

Societies Funding Committee

Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	Two per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	Vice President Achievement and Belonging
Secretary:	Student Activities Coordinator (Recreational Sport and 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 and 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.

Feedback Oversight Group

Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	Six per academic year
Updated/Reviewed:	October 2023

Membership

Chair:	Vice President Education and Welfare
Secretary:	Student Experience Manager
Minute Secretary:	Administration Coordinator
Ex Officio Members:	President Vice President Education and Welfare High Wycombe Vice President Education and Welfare Uxbridge and Aylesbury Deputy Chief Executive Officer (Optional) Student Engagement Coordinators (Uxbridge) Student Engagement Coordinators (High Wycombe)
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.

Student Activities Committee

Sub Committees: Societies Funding Committee

Minutes: Published online

Frequency of Meetings: Three per academic year

Updated/Reviewed: November 2024

Membership

Chair: Vice President Student Involvement

Secretary: Student Activities Manager

Minute Secretary: Administration Coordinator

Ex Officio Members: Deputy Chief Executive Officer
Activities Coordinator (Competitive Sport)
Activities Coordinator (Volunteering and Charity Fundraising)
Activities Coordinator (Recreational Sport and Societies)
Student Experience Assistant (Uxbridge)

Other Members: Athletic Union 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.

Union Awards Planning Committee

Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	Monthly from December to June each academic 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 (Uxbridge) Student Engagement Coordinators (High Wycombe) 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.

Environmental, Sustainability and 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.

Athletic Union Dinner Planning Committee

Sub Committees: None

Minutes: Available on request

Frequency of Meetings: As required

Updated/Reviewed: October 2023

Membership

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.

Audit Process Working Group

Sub Committees:	None
Minutes:	Private and confidential
Frequency of Meetings:	Three per year
Updated/Reviewed:	November 2024

Membership

Chair:	Deputy Chief Executive Officer
Minute Secretary:	Administration Coordinator
Ex Officio Members:	Communications and Marketing Manager 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.

Sabb and Student Leader Training Group

Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	As required
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 (Uxbridge) Student Engagement Co-Ordinator (High Wycombe)
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.

(In Abeyance)

Equality, Diversity 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 and Welfare High Wycombe Vice President Education and Welfare Uxbridge and 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.

(In Abeyance)

Appointments Committee

Sub Committees:	None
Minutes:	Published online
Frequency of Meetings:	As Required
Updated/Reviewed:	September 2019

Membership

Chair:	President
Secretary:	Chief Executive Officer
Minute Secretary:	Administration Coordinator
Ex Officio Members:	Vice President Education and 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.

(In Abeyance)

Transport for London (TFL) 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 (Uxbridge) 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.

(In Abeyance)

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 and 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.

(In Abeyance)

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.

(In Abeyance)

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.

(In Abeyance)

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.

(In Abeyance)

Rep Conference Working Group

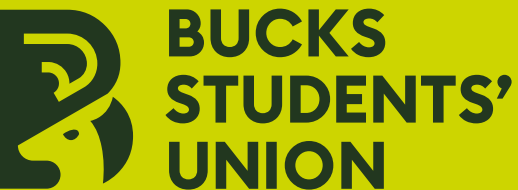
Sub Committees:	None
Minutes:	Available on request
Frequency of Meetings:	As Required
Updated/Reviewed:	October 2023

Membership

Chair:	Student Experience Manager
Minute Secretary:	Administration Coordinator
Ex Officio Members:	President Vice President Education and Welfare High Wycombe Vice President Education and Welfare Uxbridge and Aylesbury Student Engagement Coordinator (Uxbridge) Student Engagement Coordinator (High Wycombe)
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.



Bucks Students' Union

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