

TERMS OF REFERENCE

C36 – STUDENT EXECUTIVE COMMITTEE

C36 – Student Executive Committee

The purpose of the Student Executive Committee will be to:

1. Encourage accountability by following up on Student Council feedback;
2. Agree campaign priorities;
3. Report on any projects that require funds from the Student Executive budget;
4. Scrutinise whether the Students' Union stance and communications on issues is reflective of the opinions of the Student Executive;
5. Discuss issues and items that Sabbatical Officers and Part Time Officers want to refer to Student Council (particularly where the decision is bigger than an individual or group)
6. Annually review the student-owned (Student Council generated) policy of the Students' Union.

The Committee: -

7. Will consist
 - 7.1. All of the Sabbatical Officers;
 - 7.2. All of the Part Time Officers (where posts have been filled).
8. Will be chaired by the President and in their absence, by a Vice President, voted in at the time of the meeting.
9. Will meet once per month throughout the year, either in person or via video conference.
10. Will not cancel meetings without exceptional circumstances being provided and Student Council being informed.
11. Is accountable to Student Council, and the Chair will therefore provide minutes of each meeting and a verbal report at Student Council meetings.
12. Quorum is defined as 50% plus one of the posts that have been filled, or 6 members, whichever is higher.

Regular Business

13. To receive and consider and where appropriate, approve requests for project funds from members of the Committee;
14. To receive updates from each officer in post;
15. To discuss items which have been referred up by the elected officer team and liberation forums
16. To discuss items deferred to Executive Committee by Student Council
17. To receive forthcoming plans from members.

Members of the Committee will:

18. Prepare for each meeting fully, ensuring that appropriate data is available for discussion.
19. Send apologies no later than 48hours prior to the commencement of a meeting unless in exceptional circumstances, acceptance of which will be at the discretion of the Chair.

Notes

20. Minutes will be taken by a nominated person chosen by the Student Executive Committee.
21. Minutes will be distributed before the paper submission deadline for the next Student Council meeting, or within 10 working days, whichever is sooner.

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CHANGE CONTROL DOCUMENT

Date of this revision: 29 September 2020

Date of next revision: November 2021

Revision date	Previous revision date	Summary of Changes	Changes marked
29/09/20	None	First version of this document.	

Owner

Name	Email Address	Title	Date of Issue	Version
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