



## BYE LAWS C

### TERMS OF REFERENCE AND MEMBERSHIP OF EXECUTIVE SUB COMMITTEES

All Executive Sub-Committees shall:

- a) meet on a monthly basis unless otherwise stated in the terms of reference below
- b) provide Minutes and reports to Executive for ratification
- c) have five working days notice to members of the meeting and the agenda within two working days
- d) request staff to advise the meeting as appropriate and required

#### A. Equality and Diversity

1) Its function shall be:

- i. To discuss and advise the Executive on all matters relating to CUSU employment and service delivery in relation to Equality and Diversity
- ii. To receive reports from representatives on University Committees, Boards and Panels
- iii. To receive reports and make recommendations to Executive on all matters relating to equality and diversity
- iv. To monitor the services of CUSU relating to diversity and ethnicity of its membership
- v. To receive reports on University relating to diversity and facilitate the liaison with University staff
- vi. Monitor the appropriateness of all CUSU communications in relation to equality and diversity
- vii. To support the development of diversity in CUSU
- viii. To review CUSU policies annually, monitoring their implementation in relation to Equality and Diversity
- ix. To present written reports to the Executive
- x. To consider other matters that the Executive or Student Council may consider appropriate

2) Its members shall comprise:

Voting Members

Chair of Executive (Chair)

Deputy Chair

3 members of Executive

2 members of Student Council

Method of Election

Ex-officio

Ex-officio

Determined By Executive

Elected By Student Council

Non Voting Members

Members of CUSU staff with appropriate responsibilities  
1 Member of the University Equality & Diversity Department

Method of Election

As determined by the General Manager  
As determined by the University

**B Finance and General Purposes Committee (F&GP)**

1) Its functions shall be:

- i. To advise and support elected officers on Finance matters
- ii. To be responsible for the financial affairs to the Executive and Student Council as necessary
- iii. To receive and recommend yearly and revised budgets and commentary
- iv. To recommend the external/internal auditors and act on their recommendations
- v. To review CUSU monthly management accounts, monitor financial trends and advise the President on appropriate action
- vi. To receive reports on CUSU expenditure in excess of agreed budgets
- vii. To have the power to temporarily freeze any budget or remove budget responsibility
- viii. To advise and make recommendations to Executive and Student Council on the above
- ix. To consider other matters that the Executive may consider appropriate

2) Its members shall comprise:

Voting Members

Vice President Democracy & Finance (Chair)  
Chair of Executive or Deputy Chair  
3 members of Executive  
2 members of Student Council

Method of Election

Ex-officio  
Ex-officio  
Determined By Executive  
Elected By Student Council

Non Voting Members

Members of CUSU staff with appropriate responsibilities      As determined by the General Manager

**C Personnel, Training and Development Committee (PTD)**

1) Its function shall be:

- 2) To discuss and advise the Executive on all matters relating to CUSU employment
- 3) To recommend the appropriate CUSU staff structures, policies, systems, procedures and protocols
- 4) To decide on the most appropriate training and staff development initiatives to support CUSU business aims and objectives

- 5) To receive reports from the Investors in People Working Group, monitoring of employment practices and other best practice initiatives
- 6) To advise and make recommendations to Executive on the above
- 7) To consider other matters that the Executive may consider appropriate

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Chair of Executive (Chair)	Ex-officio
Deputy Chair	Ex-officio
3 members of Executive	Elected by Executive

Non Voting Members

Members of CUSU staff with appropriate responsibilities	As determined by the General Manager
---	--------------------------------------

**D Strategy and Performance Committee**

1) Its function shall be:

- i. To discuss and advise the Executive on the progress of the CUSU Strategic Plan and Key Performance Indicators (KPI's)
- ii. To continually develop the CUSU Strategic Plan and KPI's
- iii. To resolve any issues in delivering the CUSU Strategic Plan and KPI's
- iv. To recommend the appropriate CUSU policies, systems, procedures and protocols to deliver the CUSU Strategic Plan and KPI's
- v. To present written reports to the Executive
- vi. To consider other matters that the Executive or Student Council may consider appropriate

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Chair of Executive (Chair)	Ex-officio
Deputy Chair	Ex-officio
3 members of Executive	Determined By Executive
2 members of Student Council	Elected By Student Council

Non Voting Members

Members of CUSU staff with appropriate responsibilities	As determined by the General Manager
---	--------------------------------------

**E The Trustees Appointments Panel**

1) Its function shall be:

- i. To oversee the recruitment of appropriate external trustees to the CUSU Board of Trustees
- ii. To obtain the agreement of the Executive and the Student Council to recommend candidates as external trustees to the CUSU Board of Trustees

2) The Sub Committee shall convene as required by the Board of Trustees, the Executive and the Student Council

3) Its members shall comprise:

Voting Members

Chair of Executive (Chair)

3 Internal Trustees of CUSU

1 External Trustee of CUSU

Method of Election

Ex-Officio

Ex-Officio

Determined by the Board of Trustees

Non-Voting Members

The General Manager, CUSU

Other staff of CUSU, the University and other External organisations

Co-option

As determined by the Board of Trustees