

## **Section 5 – Standing Committees of Union Council**

### **I. General Rules**

- A. Only members of each committee may vote in any committee meeting with the exception of the chair who may only vote if a casting vote is required.
- B. The Secretary of each standing committee shall ensure that each meeting is properly minuted and submitted for central filing.
- C. The Chair shall report the decisions of each meeting and any other relevant business of each meeting to Union Council except in the case of Finance Committee and Strategic Planning Committee where the Chair shall report the business to Council.
- D. Any Society wishing to be attached to a Standing Committee and thus receiving assistance from that Committee must be an Associated Society of the Union. No Associated Society may receive financial assistance from more than one standing committee.
- E. Union Council may overrule any decision made by a Standing Committee or instruct any Standing Committee (except for Finance, Elections, Governance and Establishment committees - see relevant sections below) by a two-thirds majority vote.
- F. Meetings of all standing committees except the Establishment Committee shall be open to all members of the Union.
- G. Any ordinary member of any standing committee who is absent from three consecutive meetings shall be deemed to have resigned subject to ratification by the committee. A member may appeal this removal to the Governance Committee.
- H. A minimum of twenty-four hours notice must be given of all meetings.
- I. A committee must have 1/4 of the whole number of elected non sabbatical members present or 4 elected non sabbatical members, whichever is the greater, to be quorate. This shall not be the case for the Establishment Committee where quorum shall be 1/4 of the whole number of elected members or 4, whichever is the greater.
- J. No student member of Union Council, except sabbatical officers, and those elected from council shall be members of Finance Committee.
- K. No student member of Union Council, except the Finance & Democracy Officer and the General Secretary shall be members of Governance Committee.
- L. All standing committees shall abide by the Standing Orders.
- M. Standing Committees shall adhere to all rulings and regulations laid down by Establishment Committee with regard to the employment of staff, full time or part time.
- N. Standing Committees must make any requests regarding the staff employed within its area of responsibility or wishes to employ to the Establishment Committee and no changes may be effected until the request has been approved by Establishment Committee.
- O. Committees meetings may be conducted on an informal basis as long as decisions taken are clear to the entire membership of the committee. A committee may adopt the rules of debate as outlined for Council if they wish.
- P. All elected members of Standing Committees shall be elected in accordance with the standing orders for elections
- Q. All standing committees shall be responsible for submitting to the Finance & Democracy Officer proposals for the yearly allocation of funds, from a sum granted by the Union, to all budgets falling into their area. These proposals shall then be considered by the Finance & Democracy Officer in preparing the first estimates.

### **II. Working Parties**

- A. Any Standing Committee may set up a working party that will examine a particular issue within a predetermined period of time and then submit a report thereon to the Standing Committee. The working party shall then be disbanded.
- B. The Secretary of the Standing Committee shall normally act as the chair of the working party.
- C. Reports of the working party must be presented to the Standing Committee by whom it was appointed and through them to Council.
- D. The Chair of any Standing Committee shall be a member of all its working parties.
- E. The quorum of a working party shall be at least 1/4 of the whole number or 3 members, whichever is greater.

### **III. The Chair, Secretary and Assessor**

- A. The Chair of each committee shall:
  - 1. produce the agenda for meetings of the committee;
  - 2. keep the meeting in order;
  - 3. see that remarks are relevant to the business in hand;
  - 4. ensure the general smooth running of the meeting;

5. submit, in the case of Finance Committee and Strategic Planning Committee, written reports of the relevant business of the committee and any decisions taken to Union Council
- B. The Secretary to each committee shall:
1. assist in the drafting of the agenda for meetings of the committee;
  2. ensure that the meetings are properly minuted and submitted for central filing;
  3. submit written reports of the relevant business of the committee and any decisions taken to Union Council or the relevant committee, except in the case of the Finance Committee or Strategic Planning Committee;
  4. take responsibility, with the Chair, for the continuity and co-ordination of the area pertaining to the committee's remit in between meetings.
- C. The Assessor to each committee shall:
1. be in attendance at the meetings of each committee;
  2. advise the committee on technical matters.

#### IV. Constitution and Terms of Reference

##### A. Activities Board

###### Membership

|               |  |
|---------------|--|
| Chair         | Student Activities Officer                   |
| Secretary     | Clubs & Societies Officer                    |
|               | Finance & Democracy Officer                  |
|               | Communications & Services Officer            |
|               | Medical & Postgraduate Students' Officer     |
|               | Arts Officer                                 |
|               | Promotions and Entertainments Officer        |
|               | Societies Officer                            |
|               | Sports Officer                               |
|               | RUMS Sports & Societies Officer              |
|               | 3 representatives elected by Sports Board    |
|               | 3 representatives elected by Societies Board |
|               | 2 representatives elected by Arts Board      |
| In attendance | Union staff as required by the agenda        |
| Assessor      | General Manager                              |

Subject to any general or particular direction that may be given from time to time by Council, Activities Board is charged to:

1. Governance
  - a. Coordinate the work of Arts Board, Societies Board and Sports Board and to ensure that these boards fulfil their constitutional mandates and in this context to receive minutes of the meetings of these Boards.
  - b. Ensure that Clubs/Societies operate within the Union Constitution and Standing Orders, Club and Society Regulations and Procedures and Good Practice Guidelines and in this context to receive minutes from Club/Society General Meetings and the results of Club and Society elections.
  - c. Review Club/Society constitutions to ensure that the objects are consistent with those of the Union and do not duplicate the objects of pre-existing clubs or societies.
  - d. Where appropriate ratify the minutes of Club/Society General Meetings and of Club Society elections that have not achieved quorum.
  - e. Consider and report to Council changes to the Club Society Regulations.
2. Affiliations
  - a. Coordinate recommendations from Arts Board, Societies Board and Sports Board on the affiliation of new Clubs and Societies.
3. Discipline & Appeals
  - a. Consider and where appropriate effect disciplinary action against Clubs/Societies:
    - i. In breach of the Union Constitution or Standing Orders, and/or the Club and Society Regulations and/or Procedures;
    - ii. Failing to meet the requirements for 'active' Clubs/Societies as detailed in the Club and Society Regulations and Good Practice Guidelines.

- b. Consider Clubs/Societies appeals against disciplinary action by Arts Board, Societies Board and Sports Board.
- 4. Development
  - a. Coordinate the provision of training and development programmes to Union Clubs/Societies and elected officers of those Clubs/Societies.
  - b. Consider and report to Council on Club/Society safety and changes to the Good Practice Guidelines.
- 5. Authority
  - a. Activities Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Activities Board will report to Council by submission of the minutes of each meeting of the Board.

## **B. Arts Board**

### **Membership**

|               |  |
|---------------|--|
| Chair         | Student Activities Officer   |
| Secretary     | Arts Officer<br>Clubs & Societies Officer<br>Garage Theatre Manager<br>One representative from each Arts and Media Society |
| In attendance | Union staff as required by the agenda<br>UCL Bloomsbury staff as required by the agenda                                    |
| Assessor      | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council, Arts Board is charged to:

1. Governance
  - a. Coordinate the activity of the Union's Arts and Media Societies, including the annual Arts Festival.
  - b. Arbitrate in any dispute between Arts/Media Societies or within individual Arts/ Media Societies.
  - c. Consider reports and recommendations of Theatre Users Sub-Committee and make recommendations thereon to Activities Board.
  - d. Consider appeals against decisions made by meetings of Theatre Users Sub-Committee.
  - e. Elect an Arts Officer in accordance with the Standing Orders for Elections.
  - f. Elect two representatives to Activities Board, eight representatives to Arts Colours Sub-Committee and one to Union Colours Committee.
2. General
  - a. Make recommendations to Activities Board on the affiliation of new Arts/Media Societies.
  - b. Provide a forum for the Arts and Media Societies to share information and to raise matters of concern.
  - c. Direct the allocation of Arts and Media facilities available to Clubs and Societies.
  - d. Make recommendations to Activities Board on matters pertaining to the Arts/Media Societies.
  - e. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated Arts societies.
  - f. Assist the Arts Officer in compiling and publicising a regular schedule of events and activities organised by the Societies.
  - g. Receive reports from the Student Activities Officer and Arts Officer on matters pertaining to the Arts and Media Societies.
3. Authority
  - a. Arts Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Arts Board will report to Activities Board by submission of the minutes of each meeting of the Board.

## **B.a. Theatre Users Sub-Committee**

### **Membership**

|               |   |
|---------------|---|
| Chair         | Arts Officer  |
| Secretary     | Student Activities Officer<br>Garage Theatre Manager<br>Societies Officer<br>A representative of each Society allocated time in either the<br>Bloomsbury or Garage Theatres |
| In attendance | Union staff as required by the agenda<br>UCL Bloomsbury staff as required by the agenda   |
| Assessor      | General Manager   |

Subject to any general or particular direction that may be given from time to time by Arts Board, Theatre Users Sub-Committee is charged to:

1. Governance
  - a. Elect the Garage Theatre Manager in accordance with a procedure agreed by Arts Board.
  - b. Elect two representatives to the Joint Committee for the UCL Bloomsbury (Theatre).
2. General
  - a. Coordinate all matters relating to the allocation of the 'Union Weeks' in the UCL Bloomsbury and to maintain accurate schedules thereof.
  - b. Coordinate all matters relating to the allocation of time in the Garage Theatre and to maintain accurate schedules thereof.
  - c. Make recommendations to Arts Board regarding the use of the Theatre spaces available to Union Clubs and Societies.
  - d. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to Garage Theatre.
3. Authority
  - a. Theatre Users Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Theatre Users Sub-Committee will report to Arts Board by submission of the minutes of each meeting of the Theatre Users Sub-Committee.

## **C. Elections Committee**

### **Membership**

|               |  |
|---------------|--|
| Chair         | Finance & Democracy Officer  |
| Secretary     | General Secretary<br>Medical & Postgraduate Students' Officer<br>5 elected members<br>2 students elected by and from Union Council |
| In attendance | Other Sabbatical Officers as the agenda requires<br>Senior Treasurer with responsibility for legal matters                         |
| Assessor      | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council, Elections Committee is charged to:

1. Coordinate elections to Union Office detailed in the Constitution and Standing Orders ensuring implementation of the Standing Orders relevant to Elections.
2. Recommend to Governance Committee changes to the Constitution and Standing Orders of the Union in relating to Elections.
3. Ensure that no member of Elections Committee stands for any post which requires a General Union Election.
4. Authority
  - a. Elections Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.

- b. Council may rescind resolutions of the Elections Committee relating to constituency allocations and elections disciplinary matters. Other resolutions of the Elections Committee may only be rescinded by another resolution of the Committee although Union Council may choose to refer back a decision for further consideration by the Committee.
- c. Elections Committee will report to Council by submission of the minutes of each meeting of the Committee.

#### **D. Establishment Committee**

##### **Membership**

|           |  |
|-----------|--|
| Chair     | Finance & Democracy Officer  |
| Secretary | General Manager  |
| Members   | All other Sabbatical Officers<br>Four Senior Treasurers<br>UCL HR Director or his/her Nominee<br>Dean of Students or his/her Nominee |

The Establishment Committee shall have overall responsibility for the employment of Union staff and the terms on which staff are employed in line with the authority delegated to the Union by UCL. In this context the Committee shall:

1. Conditions of Service
  - a. Ensure the appointment of Union staff, (other than student staff), on UCL terms and conditions of employment.
  - b. Ensure the appointment of Union staff on terms and conditions comparable to those elsewhere in the College.
  - c. Ensure that staff have opportunity for review of their remuneration in line with the opportunities available to comparable staff elsewhere in the College.
  - d. Determine the rate of student staff remuneration ensuring that this meets the requirements of the National Minimum Wage, (Adult rate).
2. New Appointments, Redundancy & Dismissal
  - a. Consider proposals for new staff appointments. Where such proposals result in an increase in staff costs the additional expenditure must be approved by the Finance Committee.
  - b. Consider proposals for staff redundancy.
  - c. Receive reports from the Chair & General Manager on staff dismissal.
3. Authority
  - a. Establishment Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Establishment Committee will report its decisions to Council but shall not disclose matters relating to the responsibilities, conditions of employment, performance or conduct of individual members of staff.
  - c. Decisions made by Establishment may not be discussed at a GM or Referendum.
  - d. A resolution of Establishment Committee may only be rescinded by another resolution of the Committee although Union Council may choose to refer back a decision for the committee's further consideration.

#### **E. Finance Committee**

##### **Membership**

|               |  |
|---------------|--|
| Chair         | Finance & Democracy Officer  |
| Secretary     | Finance Manager  |
| Members       | All other Sabbatical Officers<br>6 elected students who must not be members of Union Council<br>2 Lay-members appointed by Union Council |
| In attendance | Senior Treasurer with responsibility for Financial Matters   |
| Assessor      | General Manager  |

Subject to any general or particular direction that may be given from time to time by Union Council, Finance Committee is charged to:

1. Annual Budget, Income and Expenditure
  - a. Consider and recommend to Union Council the Annual Income & Expenditure budget for the coming year, on advice from appropriate committees and senior managers. Consideration of the budget to include:
    - i. Estimates and any subsequent revisions of the funding required from UCL in respect of the Union's grant funded activity;
    - ii. Estimates and any subsequent revisions detailing the income and expenditure of the Union's designated trading services;
    - iii. The level of funding required for the Union's Long Term Maintenance reserve;
    - iv. The level of funding required for the Union's Trading Services Reserve.
  - b. Consider and report thereon to Union Council, statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
2. Annual Accounts
  - a. Recommend to Union Council the adoption of statements on the annual Financial Statements for the preceding financial year.
  - b. Engage the Union's auditors and to act upon their recommendations.
3. Five Year or Other Long-term Forecasts
  - a. Receive the Union's long-term forecasts of Income and Expenditure, funded (Recurrent and Capital) and to report thereon to Union Council.
  - b. Consider reports on proposals that may or will result in additional commitments for the Union and report thereon to Union Council.
4. Capital Projects
  - a. Consider reports from the Finance Manager on the financial implications of capital projects and report thereon to Council.
5. Financial Management
  - a. Consider and take action as appropriate on the following matters:
    - i. The Union's long and short term investments;
    - ii. Policy relating to the Union's Insurances;
    - iii. Arrangements for short-term and long term borrowings for capital projects or other purposes;
    - iv. Review and update the Union's financial regulations and procedures.
6. Supply and Financial Control
  - a. Consider and take action as appropriate on the following matters:
    - i. Grant funded expenditure, expenditure by the Union's designated trading services and expenditure by the Union's constituent clubs and societies;
    - ii. Policy to the Union's banking arrangements, including:
      - According to powers delegated to Finance Committee by Union Council, the appointment of Bankers and of any other officers or agents whom the Committee deems it expedient to appoint;
      - The Bank mandate and any overdraft facilities.
7. Cash Flow
  - a. Consider and take action as appropriate on the following matters:
    - i. Writing of losses or deficiencies in money, stocks, irrecoverable debts, overpayments and disposal of obsolete equipment;
    - ii. Risk management pertaining to financial matters;
    - iii. Guarantees involving a financial liability.
8. Loans and advances
  - a. General
    - i. Receive and respond where appropriate to reports from the following committees which report to Finance Committee: Services Committee, Finance Sub-Committee;
    - ii. Consider the reports recommendations and requests of General Meetings, Union Council and Standing Committees thereof and Associated Societies of the Union and make recommendations on the financial implications. No decisions made by

- any of the above bodies which have financial implications shall be binding until it has been decided by Finance Committee;
- iii. Receive and consider reports from the Union's Auditors, UCL Internal Audit and to monitor the Union's adherence to any regulatory requirements.
- b. Elect two members to Services Committee.
9. Authority
    - a. Finance Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
    - b. Finance Committee will report to UCL Union Council by submission of the minutes of each meeting of Finance Committee.
    - c. A resolution of the Finance Committee may only be rescinded by another resolution of that Committee or by a motion to a General Meeting.

#### **E.a Finance Sub-Committee**

##### **Membership**

|               |  |
|---------------|--|
| Chair         | Finance & Democracy Officer                  |
| Secretary     | Finance Manager                              |
| Members       | Student Activities Officer                   |
|               | Clubs & Societies Officer                    |
|               | Arts Officer                                 |
|               | Societies Officer                            |
|               | Sports Officer                               |
| In attendance | Student Activities & Development Coordinator |
| Assessor      | General Manager                              |

Subject to any general or particular direction that may be given from time to time by Finance Committee, Finance Sub-Committee will undertake the following in accordance with a timetable of key tasks approved by Council:

1. General
  - a. Prepare and recommend to Finance Committee annual budgets for the Union's constituent Clubs & Societies.
  - b. Consider and approve to Finance Committee one-off budgets for the Union's constituent Clubs & Societies.
  - c. Consider and approve to Finance Committee applications for additional funding for the Union's constituent Clubs & Societies.
  - d. Review Club/Society expenditure against budget and make appropriate recommendations to Finance Committee.
  - e. Make recommendations to Finance Committee on changes to the Financial Regulations and Procedures relating to Clubs/Societies.
  - f. Receive reports from the Finance & Democracy Officer on items of Chair's Action between meetings.
  - g. Report to the Finance Committee by submission of the minutes of each meeting of the Sub-Committee. meet at least once every three weeks in term time;
2. Authority
  - a. Finance Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Finance Sub-Committee will report to Finance Committee by submission of the minutes of each meeting of the Committee.

#### **F. Governance Committee**

##### **Membership**

|           |  |
|-----------|--|
| Chair     | General Secretary                                      |
| Secretary | Finance & Democracy Officer                            |
| Members   | 6 student who must not be members of Union Council     |
|           | Senior Treasurer with responsibility for legal matters |
| Assessor  | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council the Governance Committee is charged to:

1. Consider and report to Council, as the Committee deems necessary, on the following matters:
  - a. Constitutional structure of the Union, changes to the Constitution constitutional instruments, Standing Orders and Regulations.
  - b. Machinery of government, with particular reference to committee structure, constitutions, terms of reference, and delegation of powers.
  - c. Annual review of membership of committees.
  - d. Any related matters that may be referred to the Committee.
2. Review Club/Society constitutions to ensure compliance with the Union Constitution and Standing Orders and to ensure that any changes to the same are effected in accordance with the Constitution and Standing Orders.
3. Coordinate matters relating to the holding of General Meetings.
4. Verify the factual accuracy, legality and consistency with regards the Constitution of all motions submitted for discussion at General Meetings, Union Council, and referenda.
5. Review current Union policy to ensure that the Union is fulfilling its mandate.
6. Review lapsing policy and report thereon to Union Council.
7. Interpret the Union Constitution and/or Standing Orders on any matter that may be referred to the Committee.
8. Consider issues of Union Governance arising from legislative or institutional requirements.
9. Authority
  - a. For the purposes of the Constitution, Governance Committee shall also be known as Standing Orders Committee
  - b. Governance Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - c. Governance Committee will report to Council by submission of the minutes of each meeting of the Committee.

#### **G. Media Management Committee**

##### **Membership**

|               |   |
|---------------|---|
| Chair         | Communications & Services Officer                                 |
| Secretary     | Promotions and Entertainments Officer                             |
| Members       | Student Activities Officer  |
|               | One representative from each of the designated 'Media Societies'. |
|               | Film Studio Manager   |
|               | One representative elected by and from RUMS Executive Committee   |
|               | SSEES Publicity Officer   |
|               | PGA Publicity Officer   |
| In attendance | Promotions and Marketing Manager                                  |
| Assessor      | General Manager   |

Subject to any general or particular direction that may be given from time to time by Council, Media Management Committee is charged to:

1. Governance
  - a. Coordinate the activities of the Union's Media Societies.
  - b. Utilise the media societies to promote the activities of the Union.
  - c. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated media societies.

- d. Elect a Film Studio Manager in accordance with a procedure agreed by Media Management Committee.
2. Authority
    - a. Media Management Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
    - b. Media Management Committee will report to Activities Board by submission of the minutes of each meeting of the Committee.

## **H. Postgraduate Association Executive Committee**

### **Membership**

|           |  |
|-----------|--|
| Chair     | Medical & Postgraduate Students' Officer   |
| Secretary | PGA President  |
| Members   | PGA Vice-President<br>PGA Entertainments Officer<br>PGA Publicity Officer<br>SSEES Postgraduate Officer<br>Four Postgraduate Faculty reps elected by Council |
| Assessor  | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council, the Postgraduate Association Executive Committee is charged to:

1. General
  - a. Coordinate academic, social, sporting, representation and welfare activities on behalf of postgraduate students.
  - b. Provide a forum for issues relating to postgraduate students.
  - c. Coordinate concerns relating to postgraduate students and ensure that these are raised at the relevant Union/College committees.
  - d. Ensure that postgraduate students are aware of issues relevant to them.
2. Authority
  - a. The Postgraduate Association Executive Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. The Postgraduate Association Executive Committee will report to the Executive Committee by submission of the minutes of each meeting of the Committee.

## **I. RUMS Executive Committee**

### **Membership**

|           |  |
|-----------|--|
| Chair     | Medical & Postgraduate Students' Officer   |
| Secretary | RUMS Secretary<br>Clinical President<br>Pre-Clinical President<br>Pre-Clinical Vice President<br>Clinical Vice President (Archway)<br>Clinical Vice President (Bloomsbury)<br>Clinical Vice President (Hampstead)<br>RUMS Sports & Societies Officer |
| Assessor  | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council, the RUMS Executive Committee is charged to:

1. General
  - a. Coordinate academic, social, sporting, representation and welfare activities on behalf of medical students.
  - b. Provide a forum for issues relating to medical students.
  - c. Coordinate concerns relating to medical students and ensure that these are raised at the relevant Union/College committees.
  - d. Ensure that medical students are aware of issues relevant to them.

- e. Promote good relations and integration between the sites on which medical students study.
  - f. Consider minutes of the meetings of the Pre-Clinical and Clinical Sub-Committees.
2. Authority
- a. The RUMS Executive Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. The RUMS Executive Committee will report to the Executive Committee by submission of the minutes of each meeting of the Committee.

#### **I.a Clinical Sub-Committee**

##### **Membership**

|           |  |
|-----------|--|
| Chair     | Clinical President   |
| Secretary | A Clinical Vice-President<br>All other Clinical Vice-Presidents<br>Clinical Year Representatives |

Subject to any general or particular direction that may be given from time to time by the RUMS Executive Committee, the Clinical Sub-Committee is charged to:

- 1. General
  - a. Represent phase 2 & 3 medical students in matters relating to the Clinical curriculum.
  - b. Represent phase 2 & 3 medical students in matters relating to student welfare.
  - c. Represent phase 2 & 3 medical students in matters relating to the RUMS Union Society.
- 2. Authority
  - a. The Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. The Sub-Committee will report to RUMS Executive Committee by submission of the minutes of each meeting of the Committee.

#### **I.b Pre-Clinical Committee**

##### **Membership**

|           |  |
|-----------|--|
| Chair     | Pre-Clinical President   |
| Secretary | Pre-Clinical Vice-President<br>Pre-Clinical Year Representatives |

Subject to any general or particular direction that may be given from time to time by the RUMS Executive, the Pre-Clinical Sub-Committee is charged to:

- 1. General
  - a. Represent phase 1 medical students in matters relating to the Pre-Clinical curriculum.
  - b. Represent phase 1 medical students in matters relating to student welfare.
  - c. Represent phase 1 medical students in matters relating to the RUMS Union Society
- 2. Authority
  - a. Pre-Clinical Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council
  - b. Pre-Clinical Sub-Committee will report to RUMS Executive Committee by submission of the minutes of each meeting of the Committee

## J. Services Committee

### Membership

|               |  |
|---------------|--|
| Chair         | Communications & Services Officer  |
| Secretary     | Finance Manager  |
| Members       | All other Sabbatical Officers<br>Environment & Ethics Officer<br>Promotions and Entertainments Officer<br>Volunteering Officer<br>4 elected student members of the Union<br>2 students elected by and from Union Council<br>2 students elected by and from Finance Committee |
| In attendance | Senior Treasurer with responsibility for Financial matters<br>Promotions and Marketing Manager<br>Membership Services Manager<br>Sports & Recreation Manager<br>Other Union staff as determined by the agenda  |
| Assessor      | General Manager  |

Subject to any general or particular direction that may be given from time to time by Union Council, Services Committee is charged by Council to:

1. Finance
  - a. Commercial Services
    - i. Consider and recommend to Union Finance Committee the Annual Income & Expenditure budget for the coming year for the Union's designated trading services on advice from appropriate committees and senior managers.
    - ii. Consider and recommend to Union Finance Committee the tariff for the coming year for the Union's designated trading services.
    - iii. Consider and recommend to the Finance Committee the level of funding required for the Union's Trading Services Reserve.
    - iv. Ensure that each of the Union's designated trading services delivers the targeted financial contribution in accordance with budgets approved by the Finance Committee.
    - v. Consider and report thereon to Union Finance Committee statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
    - vi. Recommend to Union Finance Committee the adoption of Financial Statements for the preceding financial year.
    - vii. Develop and recommend to Union Finance Committee long-term forecasts of Income and Expenditure in respect of the Union's designated trading services.
  - b. Membership Services
    - i. Consider and report thereon to Union Finance Committee statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
2. Service Delivery
  - a. Commercial Services
    - i. Ensure that each of the Union's designated trading services delivers the targeted levels of customer satisfaction.
    - ii. Ensure effective co-ordination both between the Union's designated trading services and with other Union activities.
  - b. Membership Services
    - i. Approve and monitor annual key performance indicators to ensure that each of the Union's membership services is meeting the needs to UCL Union members.
  - c. All Union Services
    - i. Identify opportunities for new/alternative services in line with changing student/customer profiles and refer proposals to Strategic Planning Committee for agreement
    - ii. Ensure the effective co-ordination of the Union's services with other Union activities and campaigns.
    - iii. Receive, if requested, reports on market research related to the Union's services and agree appropriate action in light of responses.

3. Statutory Requirements
  - a. Commercial Services
    - i. Ensure that the statutory requirements relating to the sale of goods/services and the provision of entertainments by the designated trading services are met.
  
4. Assets
  - a. Commercial Services
    - i. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings of the Union's designated trading services within the context of the revenues generated by these services.
    - ii. Ensure in respect of the Union's designated trading services that appropriate security arrangements are in place to safeguard the assets and premises.
    - iii. Ensure in respect of the Union's designated trading services that appropriate security arrangements are in place to safeguard both patrons of Union services and the staff employed in those services.
  
5. Marketing & Sponsorship
  - a. All Union Services
    - i. Oversee the development of a marketing plan for the Union's services.
    - ii. Oversee the development of beneficial sponsorship for the Union and its constituent Clubs & Societies and in this context to consider sponsorship applications and make recommendations as appropriate to Finance Committee.
  
6. Authority
  - a. All Union Services
    - i. Services Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
    - ii. Services Committee will report to UCL Union Finance Committee by submission of the minutes of each meeting of the Committee.
    - iii. Services Committee decisions with financial implications must be ratified by Finance Committee prior to implementation.
    - iv. Services Committee will submit reports and recommendations to Strategic Planning Committee on key developments to the Union's services.

## **K. Societies Board**

### **Membership**

|               |   |
|---------------|---|
| Chair         | Student Activities Officer  |
| Secretary     | Societies Officer<br>Clubs & Societies Officer<br>RUMS Sports and Societies Officer<br>One representative from each General Society |
| In attendance | Union staff as required by the agenda   |
| Assessor      | General Manager   |

Subject to any general or particular direction that may be given from time to time by Council, Societies Board is charged to:

1. Governance
  - a. Coordinate the activity of the Union's Societies.
  - b. Arbitrate in any dispute between Societies or within individual Societies.
  - c. Elect the Societies Officer in accordance with the Standing Orders for Elections.
  - d. Elect three representatives to Activities Board, eight representatives to Societies Colours Sub-Committee and one to Union Colours Committee.
  - e. Consider reports of Societies Colours Sub-Committee.
  
2. General
  - a. Make recommendations to Activities Board on the affiliation of new Societies.
  - b. Provide a forum for the Societies to share information and to raise matters of concern.
  - c. Make recommendations to Activities Board on matters pertaining to the Societies.
  - d. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated societies.

- e. Assist the Societies Officer in compiling and publicising a regular schedule of events and activities organised by the Societies.
  - f. Receive reports from the Student Activities Officer and Societies Officer on matters pertaining to Societies.
3. Authority
- a. Societies Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Societies Board will report to Activities Board by submission of the minutes of each meeting of the Board.

## **L. Sports Board**

### **Membership**

|               |  |
|---------------|--|
| Chair         | Student Activities Officer   |
| Secretary     | Sports Officer<br>Clubs & Societies Officer<br>Medical & Postgraduate Students' Officer<br>RUMS Sports and Societies Officer<br>One representative from each Sports Club |
| In attendance | Union staff as required by the agenda  |
| Assessor      | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council, Sports Board is charged to:

1. Governance
  - a. Coordinate the activity of the Union's Sports Clubs.
  - b. Arbitrate in any dispute between Clubs or within individual Clubs.
  - c. Consider reports of Sports Colours Sub-Committee.
  - d. Elect the Sports Officer in accordance with the Standing Orders for Elections.
  - e. Elect three representatives to Activities Board.
  - f. Elect eight representatives to Sports Colours Sub-Committee and one to Union Colours Committee.
  - g. Elect six representatives to the Sports Grounds Committee.
2. General
  - a. Make recommendations to Activities Board on the affiliation of new Sports Clubs.
  - b. Provide a forum for the Sports Clubs to share information and to raise matters of concern.
  - c. Make recommendations to Activities Board on matters pertaining to the Sports Clubs
  - d. Direct the allocation of the indoor sports facilities available to Clubs and Societies and to make recommendations to Activities Board thereon.
  - e. Ensure the maintenance and ongoing development of the premises, equipment, furniture and fittings assigned to the Union's designated Sports Clubs.
  - f. Assist the Sports Officer in compiling and publicising a regular schedule of events and activities organised by the Sports Clubs.
  - g. Receive reports from the Student Activities Officer and Sports Officer on matters pertaining to Sports Clubs.
3. Authority
  - a. Sports Board will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Sports Board will report to Activities Board by submission of the minutes of each meeting of the Board.

## **M. Sports Grounds Committee**

### **Membership**

|           |                             |
|-----------|-----------------------------|
| Chair     | Finance & Democracy Officer |
| Secretary | Sports & Recreation Manager |

|               |   |
|---------------|---|
|               | Student Activities Officer  |
|               | Medical & Postgraduate Students' Officer  |
|               | Sports Officer  |
|               | RUMS Sports & Societies Officer   |
|               | 6 representatives elected by and from Sports Board  |
| In attendance | 1 Senior Treasurer  |
|               | Chair of the Sports Grounds Development Committee   |
|               | 1 representative from the Property Maintenance, Estates & Facilities, UCL Estates Surveyor, UCL |
|               | One member appointed by College Council   |
|               | Shenley Grounds Manager   |
|               | Shenley Pavilion Manager  |
| Assessor      | General Manager   |

Subject to any general or particular direction that may be given from time to time by Union Council, the Sports Grounds Committee is charged to:

1. Finance
  - a. Consider and recommend to Union Finance Committee the Annual Income & Expenditure budget for the coming year for the Grounds & Pavilion on advice from appropriate committees and senior managers.
  - b. Consider and recommend to Union Finance Committee the tariff for the coming year for the Grounds & Pavilion.
  - c. Consider and recommend to the Finance Committee the level of funding required for the Grounds & Pavilion Reserve.
  - d. Ensure that the Grounds and Pavilion deliver the targeted financial contribution in accordance with budgets approved by the Finance Committee.
  - e. Consider and report thereon to Union Finance Committee statements on actual Income and Expenditure throughout the year and projected outturn compared with Annual Budget.
  - f. Recommend to Union Finance Committee the adoption of Financial Statements for the preceding financial year.
  - g. Develop and recommend to Union Finance Committee long-term forecasts of Income and Expenditure in respect of the Grounds and Pavilion.
2. Service Delivery
  - a. Ensure that the Grounds and Pavilion deliver the targeted levels of customer satisfaction.
  - b. Identify opportunities for the new/alternative services in line with changing customer profiles.
  - c. Ensure effective co-ordination between Grounds and Pavilion activities.
  - d. Ensure effective day today management of contracts to provide Grounds and/or Pavilion services.
3. Statutory Requirements
  - a. Ensure the statutory requirements relating to provision of the Grounds and Pavilion services are met.
4. Assets
  - a. Ensuring that appropriate security arrangements are in place to safeguard Grounds & Pavilion assets and premises.
  - b. Ensure the maintenance and ongoing development of the playing and other surfaces, fences, premises, equipment, furniture and fittings of the Grounds and Pavilion in line with the division of responsibility between the Union and UCL Estates & Facilities.
5. Authority
  - a. Sports Grounds Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Sports Grounds Committee will liaise with the UCL Sports Grounds Development Committee and refer matters for the consideration of the Committee as appropriate.
  - c. Sports Grounds Committee will report to UCL Union Finance Committee by submission of the minutes of each meeting of the Committee.

## **N. SSEES Executive Committee**

### **Membership**

|           |  |
|-----------|--|
| Chair     | SSEES Site President                                     |
| Secretary | SSEES Vice-President                                     |
|           | SSEES Treasurer  |
|           | SSEES Welfare Officer                                    |
|           | SSEES Publicity Officer                                  |
|           | SSEES Postgraduate Officer                               |
|           | SSEES Entertainments Officer                             |
|           | One representative from the Masaryk Society              |
|           | One representative from the SSEES Athletic Football Club |
| Assessor  | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council, the SSEES Site Committee is charged to:

1. General
  - a. Coordinate academic, social, sporting, representation and welfare activities on behalf of SSEES students.
  - b. Provide a forum for issues relating to SSEES students.
  - c. Coordinate concerns relating to SSEES students and ensure that these are raised at the relevant Union/College committees.
  - d. Ensure that SSEES students are aware of issues relevant to them.
  - e. Promote good relations and integration between the UCL & SSEES.
2. Authority
  - a. The SSEES Executive will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. The SSEES Executive will report to the Executive Committee by submission of the minutes of each meeting of the Committee.

## **O. Strategic Planning Committee**

### **Membership**

|               |  |
|---------------|--|
| Chair         | Finance & Democracy Officer                            |
| Secretary     | Communications & Services Officer                      |
| Members       | All other Sabbatical Officers                          |
|               | All other Executive Officers                           |
|               | 3 students elected by and from Council                 |
| In attendance | Senior Treasurer with responsibility for legal matters |
|               | 1 Lay Member of Finance Committee                      |
| Assessor      | General Manager  |

Subject to any general or particular direction that may be given from time to time by Council, Strategic Planning Committee is charged to:

1. Develop the Union's Strategic Plan.
2. Consider issues raised in any Union or College Committee that might impact the Union's Strategic Plan.
3. Communicate the Strategic Plan to the Standing Committees of the Union in order to direct the work of these committees.
4. Monitor the implementation of the Strategic plan, in this context receiving reports as appropriate from Standing Committees of the Union and reporting matters of concern to Union Council.
5. Authority
  - a. Strategic Planning Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Strategic Planning Committee will report to Council by submission of the minutes of each meeting of the Strategic Planning Committee.

## **P. Student Affairs Committee**

## Membership

|               |                                       |
|---------------|---------------------------------------|
| Chair (joint) | Education Officer and Welfare Officer |
| Secretary     | Academic Affairs Officer              |
|               | All other Sabbatical Officers         |
|               | Clubs & Societies Officer             |
|               | C&EO Officer                          |
|               | E&E Officer                           |
|               | BME Students' Officer                 |
|               | Disabled Students' Officer            |
|               | LGBT Officer                          |
|               | P&E Officer                           |
|               | Clinical Vice-President (Archway)     |
|               | Clinical Vice-President (Bloomsbury)  |
|               | Clinical Vice-President (Hampstead)   |
|               | Clinical President                    |
|               | Pre-Clinical President                |
|               | Pre-Clinical Vice-President           |
|               | Part-Time Students' Officer           |
|               | Women's Officer                       |
|               | International Students' Officer       |
|               | Mature Students' Officer              |
|               | PGA President                         |
|               | PGA Vice-President                    |
|               | SSEES Site President                  |
|               | 6 members elected by and from Council |
| In attendance | Union staff as required by the agenda |
| Assessor      | General Manager                       |

Subject to any general or particular direction that may be given from time to time by Council, Student Affairs Committee is charged to:

1. Governance
  - a. Elect students to the following College Committees:
    - i. Committee for Equal Opportunities;
    - ii. Disability Committee;
    - iii. Joint Staff Student Committee;
    - iv. Academic Board;
    - v. Discipline Committee;
    - vi. Faculty Boards;
    - vii. Quality Management and Enhancement Committee;
    - viii. Other relevant College Committees as determined by Union Council.
  - b. Elect one student to Union Colours Committee.
  - c. Consider the minutes of the Hall Reps Sub-Committee.
2. General
  - a. Provide a forum where issues relating to academic matters and matters relating to student welfare can be raised.
  - b. Consider academic, academic support and student welfare issues raised at Union and/or College committees and make recommendations to Council as appropriate.
  - c. Develop awareness of student welfare related issues and coordinate information and training as appropriate.
  - d. Monitor the provision and usage of student welfare services within the College and make recommendations to Council as appropriate.
  - e. Monitor the provision of academic support facilities and make recommendations to Council as appropriate.
  - f. Monitor Union and College progress on equal opportunities and make recommendations to Council as appropriate.
  - g. Monitor the Union's ethical and environmental performance and make recommendations to Union Council and other standing committees.
  - h. Coordinate the campaigning activity of the Union.
  - i. Coordinate and oversee the actions of the welfare groups.
3. Authority

- a. Student Affairs Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
- b. Student Affairs Committee will report to Council by submission of the minutes of each meeting of the Committee.

**P.a. Hall Reps Sub-Committee**

**Membership**

|           |                           |
|-----------|---------------------------|
| Chair     | Welfare Officer           |
| Secretary | C&EO Officer<br>Hall Reps |
| Assessor  | General Manager           |

Subject to any general or particular direction that may be given from time to time by Council, the Hall Reps Sub-Committee is charged to:

1. Elect students to the following College Committees:
  - a. Student Accommodation Committee;
  - b. Student Accommodation Fees Sub-Committee.
2. General
  - a. Provide a forum for issues relating to student accommodation.
  - b. Coordinate student concerns relating to student accommodation and ensure that these are raised at the relevant College committees.
  - c. Report matters of concern to Student Affairs Committee.
3. Authority
  - a. The Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. The Sub-Committee will report to Student Affairs Committee by submission of the minutes of each meeting of the Sub-Committee.

**R. Union Colours Committee**

**Membership**

|               |   |
|---------------|---|
| Chair         | Communications & Services Officer   |
| Secretary     | Student Activities Officer  |
| Members       | All Executive Officers<br>Arts Officer<br>Societies Officer<br>Sports Officer<br>BME Students' Officer<br>Disabled Students' Officer<br>International Students' Officer<br>Lesbian, Gay, Bisexual and Trans Officer<br>Mature Students' Officer<br>Volunteering Officer<br>Women's Officer<br>One student elected by and from Arts Board<br>One student elected by and from Societies Board<br>One student elected by and from Sports Board<br>One student elected by and from Student Affairs Committee<br>One student elected by and from Council |
| In attendance | Student Activity & Development Coordinator  |
| Assessor      | General Manager   |

Subject to any general or particular direction that may be given from time to time by Union Council, Union Colours Committee is charged to:

4. Governance
  - a. Coordinate all matters relating to the awarding of of Union and Volunteering Colours and other Awards.

- b. Consider the guidelines and procedures for the award of Colours.
  - c. To consider reports of it's Sub-Committees (Arts Colours, Sports Colours and Societies Colours)
  - d. To ratify decisions made in the Sub-Committees (Arts Colours, Sports Colours and Societies Colours)
5. Authority
- a. Union Colours Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Union Colours Committee will report to the Executive Committee by submission of the minutes of each meeting of the Committee.
  - c. Union Colours Committee will consider all appeals made to Arts/Societies/Sports Sub-Committees, and Union Colours Committee
  - d. To consider criteria changes for Arts/Sports/Societies/Volunteering/Union colours and ensure the criteria are equivalent.

#### **R.a. Arts Colours Sub-Committee**

##### **Membership**

|               |   |
|---------------|---|
| Chair         | Student Activities Officer  |
| Secretary     | Arts Officer  |
| Members       | Communications & Services Officer<br>Clubs & Societies Officer<br>Societies Officer<br>8 representatives elected by and from Arts Board |
| In attendance | Union staff as required by the agenda   |
| Assessor      | General Manager   |

Subject to any general or particular direction that may be given from time to time by the Executive Committee, the Sports Colours Sub-Committee is charged to:

- 6. Governance
  - a. Coordinate all matters relating to the awarding of Arts Colours and other Arts Awards.
  - b. Consider the guidelines Arts procedures for the award of Arts Colours.
  - c. Report as required to Sports Board.
  - d. Make recommendations as appropriate to Union Colours Committee.
- 7. Authority
  - a. Arts Colours Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Arts Colours Sub-Committee will report to the Union Colours Committee by submission of the minutes of each meeting of the Sub-Committee.

#### **R.b. Societies Colours Sub-Committee**

##### **Membership**

|               |   |
|---------------|---|
| Chair         | Student Activities Officer  |
| Secretary     | Societies Officer   |
| Members       | Communications & Services Officer<br>Clubs & Societies Officer<br>8 representatives elected by and from Societies Board |
| In attendance | Union staff as required by the agenda   |
| Assessor      | General Manager   |

Subject to any general or particular direction that may be given from time to time by the Executive Committee, the Sports Colours Sub-Committee is charged to:

- 1. Governance
  - a. Coordinate all matters relating to the awarding of Societies Colours and other Societies Awards.
  - b. Consider the guidelines and procedures for the award of Societies Colours.
  - c. Report as required to Societies Board.

- d. Make recommendations as appropriate to Union Colours Committee.
2. Authority
    - a. Societies Colours Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
    - b. Societies Colours Sub-Committee will report to the Union Colours Committee by submission of the minutes of each meeting of the Sub-Committee.

**R.c. Sports Colours Sub-Committee**

**Membership**

|               |  |
|---------------|--|
| Chair         | Student Activities Officer                                     |
| Secretary     | Sports Officer   |
| Members       | Communications & Services Officer<br>Clubs & Societies Officer |
|               | 8 representatives elected by and from Sports Board             |
| In attendance | Union staff as required by the agenda                          |
| Assessor      | General Manager  |

Subject to any general or particular direction that may be given from time to time by the Executive Committee, the Sports Colours Sub-Committee is charged to:

1. Governance
  - a. Coordinate all matters relating to the awarding of Sports Colours and other Sports Awards.
  - b. Consider the guidelines and procedures for the award of Sports Colours.
  - c. Report as required to Sports Board.
  - d. Make recommendations as appropriate to Union Colours Committee.
2. Authority
  - a. Sports Colours Sub-Committee will undertake its business in accordance with a timetable of key tasks approved by Union Council.
  - b. Sports Colours Sub-Committee will report to the Union Colours Committee by submission of the minutes of each meeting of the Sub-Committee.