

Activities Development Board

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Policies affected/related: CSP Budgeting, Contingency
Policies superseded: Activities Development Fund

1. Objectives:

- 1.1. This Policy defines the makeup and remit of the Activities Development Board (ADB), which shall be a subcommittee of CSPB
 - 1.1.1. The Primary purpose of the board will be to administrate the allocation of the Activities Development Fund (ADF)
 - 1.1.2. The Primary objective of the board will be to enable CSPs to provide new, innovative, enhanced or expanded activities to students
 - 1.1.2.a. New may include brand new activities, activities in their infancy or resurrected activities
 - 1.1.3. In their decision making they should consider:
 - 1.1.3.a. The benefit of further funding the activity
 - 1.1.3.b. The number of people affected
 - 1.1.3.c. Eligibility of the Activity for funding based on the funding criteria used at the CSPB Budgeting Round of the previous year
 - 1.1.3.d. Whether the activity is in the CSPs Aims and Objectives
 - 1.1.3.e. The remaining money in the Activities Development Fund and any guidelines on how much should be used in a given period
 - 1.1.4. In addition the Board will be responsible for administering Contingency Funding
 - 1.1.4.a. CSPB Delegates this responsibility to the Activities Development Board
 - 1.1.4.b. Contingency allocations come out of the Activities Development Fund
 - 1.1.4.b.i. Therefore 1.1.3.e should be taken into account for Contingency Claims
 - 1.1.4.c. With the above considerations all other criteria for contingency claims are as found in the Contingency Policy

2. Review of this Policy

- 2.1. The Activities Development Board and the Activities Development Fund are new
 - 2.1.1. As such it is important that we review this policy throughout the year to ensure that it works as intended and a new/redrafted policy should be considered by CSPB before the end of the academic year

3. Implementation:

- 3.1. Formation of ADB
 - 3.1.1. The Board will be comprised of 6 voting members
 - 3.1.1.a. 5 will be elected by CSPB from all MG/CU Exec Committees
 - 3.1.1.a.i. No MG/CU may have more than 1 representative on the board
 - 3.1.1.a.ii. It is advised that 2 CUs and 3MGs are represented
 - 3.1.1.b. The final seat will be the chair of the meeting which will be the DPFS or DPCS
 - 3.1.1.b.i. One of these Officer Trustees shall support applications to the board, assisting clubs to submit the best application possible and shall not vote at the meeting, the other shall chair the meeting and hold the final vote
 - 3.1.1.b.ii. This may lead to situations where the chair may change during the meeting; meeting agendas should be organised to minimise any such disruption
- 3.2. Meetings and Applications
 - 3.2.1. The Board will meet once per month during term
 - 3.2.1.a. It is understood that during summer term this may not be possible
 - 3.2.1.b. In the case of urgent decisions being needed the chair may call for an e-mail vote

- 3.2.2. Applications to the Board must be submitted at least a week in advance to guarantee consideration at the next meeting
 - 3.2.3. It shall be the DPCS's responsibility to set the format for applications
 - 3.2.4. Contingency Claims will be considered only after approval by management groups
 - 3.2.5. CSPs can apply directly to the Board without MG/CU approval, but it will generally be looked upon favourably if the MG/CU Exec have been consulted regarding the application
- 3.3. Responsibility to CSPB
- 3.3.1. CSPB will set guidelines on how much money should be allocated from the fund in each term at the first meeting of the year
 - 3.3.1.a. The ADB must justify any decision to disregard these guidelines when they report to CSPB
 - 3.3.2. It will be the DPFS and DPCS's joint responsibility to report the decisions of the Activities Development Board back to CSPB once a term
- 3.4. Ring-Fencing
- 3.4.1. Portions of the fund may be ring-fenced for certain groups or activities
 - 3.4.2. This may be decided by CSPB or the Activities Development Board
 - 3.4.3. It must come with a deadline and a rationale as to what it is ring-fenced for as well as a description of any specific requirements to unlock the funds