



Area of responsibility Good governance and democracy

Chair responsibilities	Board of Trustees responsibilities	Board Committee responsibilities	President responsibilities	Managing Director Responsibilities	Management responsibilities
Mentor and support new trustees	Appoint new External and Student Trustees (to be ratified by Union Council)	Monitor governance function of the Board and identify improvements <i>Governance Committee</i>	Lead in recruitment process for External and Student Trustees	Implement recruitment processes for External and Student Trustees	Facilitate recruitment processes for External and Student Trustees <i>Governance & Admin Manager</i>
Provide leadership for the Board	Monitor compliance with governing documents	Approve recruitment and selection process for Student and External Trustees <i>Appointments & Remuneration Committee</i>		Induct, train and brief Board members	Involvement in induction of new Trustees <i>Governance & Admin Manager</i>
Lead performance reviews for the Board and Committee Chairs	Complete an annual review of board performance and receive and approve recommendations of improvements	Approve system for Board, Chair, Deputy Chair and Committee Chairs reviews <i>Governance Committee</i>		Monitor changes to key legislation	
	Approve over-arching principles of elections and election rules				
	Approve changes to delegation of authority (if material)				
	Approve new Constitution and governing documents				

Area of responsibility Human resource management

Chair responsibilities	Board of Trustees responsibilities	Board Committee responsibilities	President responsibilities	Managing Director Responsibilities	Management responsibilities
Performance Management of MD in conjunction with Union President	Approve MD appointment	Approve recruitment and selection process for new MD <i>Appointments & Remuneration Committee Committee</i>	Performance Management of MD in conjunction with Board Chair	Recruit and appoint senior managers	Approve minor departmental restructuring (not involving redundancies)
Lead recruitment and selection of new MD in conjunction with Union President	Involvement in appointment of senior managers	Approve alterations to employee and pay policies (if material) <i>Finance & Risk Committee</i>	Lead recruitment and selections of new MD in conjunction with Board Chair	Approve changes to management below senior management level, including new posts (must be noted by Board)	Disciplinary process up to gross misconduct and/or dismissal stages
	Approve changes to management structure at senior management level	Approve changes in pay, terms and conditions of senior staff <i>Appointments and Remuneration Committee</i>	Disciplinary process at appeal against dismissal stage for senior managers where required	Approve small scale redundancies (three or less staff) (must be noted by Board)	
	Approve proposals for redundancies (over three staff or a strategic function)	Approve appraisal procedure for Managing Director <i>Appointments and Remuneration Committee</i>		Approve re-grading staff if resources available	
	Disciplinary process at appeal stage for Managing Director			Approve alterations to employee policies (if immaterial)	
					Disciplinary process at gross misconduct and dismissal stages, or for senior managers

Area of responsibility Financial management

Chair responsibilities	Board of Trustees responsibilities	Board Committee responsibilities	President responsibilities	Managing Director Responsibilities	Management responsibilities
'Sign off' Financial Statements and Management Letter to Auditors (when satisfied)	Approve Financial Statements (Annual Report and Accounts)	Detailed approval of annual budgets <i>Finance & Risk Committee (F&R)</i>	Approve unbudgeted capital expenditure of over £20K or under (<i>in conjunction with Managing Director</i>)	Receive and monitor weekly financial performance update and take appropriate action in response thereto	Receive and monitor weekly financial performance update and take appropriate action in response thereto
Write Trustees' Report for the Financial Statements (<i>with President and MD</i>)	Annual approval of Financial Procedures	Scrutinise most recent accounts with balance sheet, capex update, and Director of Finance report <i>F&R</i>	Present the Union's accounts and budgets to the College's Audit Committee (<i>with MD</i>)	Approve unbudgeted capital expenditure of up to £20K (<i>in conjunction with President</i>)	Implement Financial Procedures and finance policies <i>Head of Finance</i>
	Approve income and expenditure and capex budgets annually	Approve unbudgeted capital projects of over £20k <i>F&R</i>	Write Trustees' Report for the Financial Statements (<i>with Chair and MD</i>)	Overall management of the Union's finances, ensuring that resources are utilised efficiently and effectively to deliver the Strategic Plan	Approve any contingency expenditure <i>Head of Finance</i>
	Receive updates on Financial Performance from Finance and Risk Committee	Approve Financial Procedures and finance policies <i>F&R</i>	Sign contractual agreements of more than one year (<i>with MD</i>)	Present the Union's accounts and budgets to the College's Audit Committee (<i>with President</i>)	Authorise budgeted (non-capital) expenditure up to £10,000
	Approve un-budgeted capex of over £50K	Receive internal audit reports <i>F&R</i>		Write Trustees' Report for the Financial Statements (<i>with President and Chair</i>)	
	Approve Reserves Policy	Approve External Auditors' report <i>F&R</i>		Sign contractual agreements of more than one year (<i>with President</i>)	
	Receive subsidiary companies' reports				
	Appoint auditors and bankers and approve Letter of Representation to external auditors annually				

Area of responsibility Strategic management

Chair responsibilities	Board of Trustees responsibilities	Board Committee responsibilities	President responsibilities	Managing Director Responsibilities	Management responsibilities
Lead development of the Strategic Plan with MD and President	Set mission, vision and values	Approve the 3-year financial forecast and financial strategy supporting the Strategic Plan <i>Finance & Risk Committee (F&R)</i>	Lead development of the Strategic Plan with Board Chair and MD	Craft the Strategic Plan, following a comprehensive strategy review involving consultation with all of the Union's major stakeholders	Assist in the development of, and deliver, the Strategic Plan
	Act as guardians of the mission, vision and values	Monitor performance against the financial strategy <i>F&R</i>	Report on the needs of the membership and ensure that the Strategic Plan continues to meet them	Overall management of the Strategic Plan	Lead responsibility for individual themes in the Strategic Plan
	Help shape and approve the Strategic Plan	Approve amendments to the financial strategy <i>F&R</i>		Report on progress against the Strategic Plan	Monitor progress against the Strategic Plan
	Approve amendments to the Strategic Plan with resources	Approve 3-year capital budget annually <i>F&R</i>		Report on the needs of the membership and ensure that the Strategic Plan continues to meet them	Ensuring that staff work towards the organisation's objectives and adhere to the organisation's values
	Receive twice-yearly updates on the Strategic Plan with opportunity to question management				
	Monitor the needs of the membership and ensure Strategic Plan continues to meet them				

Area of responsibility Risk management

Chair responsibilities	Board of Trustees responsibilities	Board Committee responsibilities	President responsibilities	Managing Director Responsibilities	Management responsibilities
Lead development of the Strategic Plan with MD and President	Lead creation of a positive culture of risk management	Approve the Risk Register on an annual basis	Approve the Risk Management Policy on an annual basis <i>Finance & Risk Committee (F&R)</i>	Overall responsibility for risk management	Implement and monitor adherence against the risk management policies and procedures <i>Head of Finance</i>
		Receive an annual report on the Risk Register from Finance & Risk Committee	Monitor the significant risks on a six-monthly basis <i>F&R</i>	Identify and minimise risk on an ongoing basis	Identify and minimise risk and review on an ongoing basis
		Set the Union's overall approach to managing risk		Monitor significant risks on a quarterly basis	Monitor significant risks on quarterly basis

Area of responsibility Health & Safety management

Chair responsibilities	Board of Trustees responsibilities	Board Committee responsibilities	President responsibilities	Managing Director Responsibilities	Management responsibilities
Lead creation of a positive culture of Health & Safety management	Receive an annual report on Health & Safety management	Approve the Health & Safety Policy <i>Finance & Risk Committee (F&R)</i>	Lead creation of a positive culture of Health & Safety management	Overall responsibility for Health & Safety management as the designated Safety Officer	Implement Health & Safety Policy at a Departmental level

Area of responsibility Equality of Opportunity & Diversity management

Chair responsibilities	Board of Trustees responsibilities	Board Committee responsibilities	President responsibilities	Managing Director Responsibilities	Management responsibilities
Lead creation of a positive culture towards Equality of Opportunity & Diversity	Receive an annual report on equality and diversity monitoring from the Equal Opportunities Committee		Overall responsibility for Equality of Opportunity & Diversity management		Implement Equality of Opportunity, Diversity & Inclusion Policy at a Departmental level
	Approve Equality of Opportunity, Diversity & Inclusion Policy				

Democratic Bodies Scheme of Authority

Ultimate authority

Level of authority



Referenda/cross-campus ballot responsibilities	General Meetings responsibilities	Union Council responsibilities	Union Chair responsibilities	Sabbatical Officers responsibilities	President responsibilities
Approve revisions to the Constitution (if required)	Debate a specific issue as determined by the members, Union President or the trustees	Scrutinise the work of the Officer Trustees and sub-committees of council	Chair meetings of Union Council and General Meetings	Represent the membership to the College, local community and national community	Provide leadership to the membership
Set policy of the Union (if required)		Set policy of the Union	Plan agenda for meetings of Union Council and General Meetings	Implement policy approved by Union Council, General Meetings and/or referenda	Act as the senior representative of the membership to the College, local community and national community
Elect senior office bearers of the Union		Refer policy to a referendum of the members		Implement manifesto pledges	Act as an ambassador for Imperial College Union to external stakeholders
		Make, repeal and amend the Bye-Laws jointly with the Trustees			
		Receive a termly report from the Trustees			
		Appoint associate members in accordance with the Bye-Laws			

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