

| Finance and Risk Committee | | | | | | |
|---|----------|------|------|-----|-------|------|
| | | Oct | Dec | Feb | April | June |
| Standing Items | Lead | | | | | |
| Management Accounts | MM | | | | | |
| Balance Sheet | MM | | | | | |
| Event Budget Approval Report | | | | | | |
| Periodical Items | Lead | | | | | |
| Forecast Review | MM | | | | | |
| Annual Budget | MM | | | | | |
| Internal Audit Report | Deloitte | | | | | |
| External Audit - appointment | MM | | | | | |
| Presentation of Annual Accounts | Auditors | | | | | |
| Risk Register | JC | | | | | |
| Continuity Plan | JC | | | | | |
| Health & Safety Policy review | JC | | | | | |
| Health and Safety Policy Action Plan Update | JC | | | | | |
| Financial Policies Review | JC | | | | | |
| Reserves Policy Review | JC | | | | | |
| Summer Ball Budget & Plan | JC | | | | | |
| Imperial Hubs MOU | | | | | | |
| Governance Committee | lead | Sept | Nov | Jan | June | |
| Annual review of bye-laws | AH | | | | | |
| Conduct quinquennial constitution review | | | | | | |
| Receive and approve Annual Elections report | | | | | | |
| Receive and approve Annual Elections Plan | | | | | | |
| Appointment of Returning Officer for Your Rep and Council elections | | | | | | |
| Appointment of Returning Officer for Big Elections | | | | | | |
| Receive and approve annual Sabbatical Handover and Training plan | | | | | | |
| Delegation of Authority | | | | | | |
| Appointments & Remunerations Committee | Lead | Dec | June | | | |
| Student Trustee Recruitment | JC | | | | | |
| External Trustee Recruitment | JC | | | | | |
| Managing Director Appraisal planning | JH/Pres | | | | | |
| Sabbatical Remuneration | JC | | | | | |
| Managing Director Recruitment Plan | | | | | | |
| Board of Trustees | Lead | Sept | Oct | Jan | April | June |
| Standing Items | | | | | | |
| Reports from Officer Trustees, Council Chair and Managing Director | | | | | | |
| Minutes from Sub committees | | | | | | |
| Operating Plan | | | | | | |
| Approve Annual Report and Final Accounts | | | | | | |