

Governance Committee Terms of Reference

Membership

The committee shall be appointed in accordance with the Constitution, by the Board of Trustees and shall contain up to six members, including one External Trustee and one Student Trustee or the Council Chair.

The President and Head of Student Voice & Communications are ordinarily expected to attend and report to meetings of the committee.

Purpose

The Governance Committee has delegated responsibility, on behalf of the Board of Trustees, for ensuring the effective governance of Imperial College Union.

Specifically, it has responsibility for ensuring that the Union's governing documents are appropriate, that its democratic processes are free and fair, and that its disciplinary processes are adequate.

Remit

1. To review the Constitution & Bye-laws regularly to ensure they are compliant with regulatory requirements and are examples of best practice
2. To oversee the delivery of the annual election cycle, including the appointment of a Returning Officer and by receiving election reports
3. In collaboration with the Appointments & Remunerations Committee, to agree the nomination and selection process for external trustees and the Chair of the Board
4. To ensure our disciplinary processes are examples of best practice and are compatible with the College's disciplinary policies and procedures
5. To support and advise on the good governance and delivery of democratic decision-making processes such as Union Council
6. Other matters as delegated by the Board of Trustees

Annual Work Plan

September

Appoint Returning Officer and agree outline Autumn Elections plan
Discuss and agree outcomes of Governance Review

November

Monitor progress of Governance Review
Agree outline Leadership Elections proposal

January

Monitor progress of Governance Review
Discuss update of disciplinary procedures

March

Discuss March Elections
Monitor progress of Governance Review
Agree outline Summer Elections plan

End of AY2017/18

Receive March Elections review

Complete Governance Review including collaboration with College Council