



Trinity College Dublin Students' Union

SCHEDULE 9

Terms of Reference of Committees of Comhairle

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Document Managed by
Education Officer

Introduction

Comhairle has Six Standing Committees - Campaigns, Education, Welfare & Equality, Communications & Marketing, Entertainments and Coiste na Gaeilge. Along with these, Comhairle can create Ad-Hoc Committees by motion. These motions must contain the purpose, membership and terms of reference for the proposed committee. The terms of references for all current committees of Comhairle are contained in this document.

Standing Committees

Campaigns Committee	3
Education Committee	6
Welfare and Equality Committee	9
Communications & Marketing Committee	11
Entertainments Committee	13
Coiste na Gaeilge	25

Ad Hoc Committees

BAME Advisory Group	28
TJH Committee	29
International Committee	32
Boycott, Divestment, and Sanction (BDS) Implementation Group	34
Access Committee	38
Off Campus and Clinical Placement Committee	40
Environmental Action Committee	42
Constitutional Review Working Group	44
Archival Committee	46
PGR Forum	48
Rannóg an Aistriúcháin	51
Diversity in STEM Organising Committee	57
Engagement Working Group	60
Volunteering Forum Terms of Reference	62
Sexual Violence Taskforce	64

Contraception and Abortion Access Working Group66

Campaigns Committee

TOR

Membership

Ex-officio members:

- President (*Chair*)
- Communications and Marketing Officer (*Secretary*)
- JCR President
- Housing Rights Officer
- Citizenship Officer

Elected Members (to serve until June of the academic year in which they are elected and to be elected at First Council):

- 8-13 Ordinary Committee members

Appointed Members (to serve until June of the academic year in which they are elected and to be selected by anonymous application):

- Postgraduate Taught Representative
- Postgraduate Researcher Representative
- First Year Representative

Terms of Reference

1. The duties of the Campaigns Committee shall be to:
 - a) Assist in the planning of campaigns as requested by the President.
 - b) Work to flag relevant issues and matters as they arise to the President.
 - c) Strategise outreach to communities around Trinity, and identify allies and opposition to campaign goals, in the name of serving the will of campaign motions as decided by Council.
 - d) Evaluate the strengths and weaknesses of past campaigns and submit suggestions for improvement to the President and Union Forum.

- e) The Campaigns Committee will function as a key ideaspace for generating campaigns strategy and ideas, and will make recommendations to the campaign executive of the Union, Union Forum, which will be presented by the President to the Union Forum.
- f) The Campaigns Committee will take into consideration the workers' movement and aim to establish links with grassroots groups and trade unions on campus.
- g) The Campaigns Committee is responsible for devising policy to pressure the USI to reform its election structure as mandated in Schedule 4.

2. Meetings of the Campaigns Committee:

- a) Meetings of the Campaign Committee shall take place at least three times per academic semester.
- b) The agenda of meetings shall include the following:
 - Approval of Minutes
 - Matter Arising
 - Submissions from Committee Members for Discussion
 - Any Other Business
- c) Meetings of the Campaigns Committee shall take place in an open-forum way, and the committee shall be the body where the collective of students congregates in order to take action on issues affecting the student body.

3. Appointment of the Members:

- a) Elected members shall be elected at the first Council of Michaelmas Semester.
- b) The president may invite any student to speak on any topic at their discretion.

Review

Minutes of Campaign Committee meetings shall be available to the Union Forum. The President shall, with the campaigns committee, review the performance of the Campaigns Committee on or before January 31st, and submit its findings to the Union Forum. The President shall also conduct a review into the performance of the

Campaigns Committee before their term ends, with recommendations of the performance and functioning of the campaign committee to be included in the handover document prepared for the incoming president.

Education Committee

Membership

Membership shall consist of:

- Education Officer (*Chair, ex-officio*)
- Faculty Convenors (*ex-officio*)
- Access Officer (*ex-officio*)
- Off Campus Officer (*ex-officio*)
- Oifigeach na Gaeilge (*ex-officio*)
- Programme Convenors:
 - BESS (*ex-officio*)
 - TR060 - Biological and Biomedical Sciences (*ex-officio*)
 - Student Representative on the Undergraduate Studies Committee (*ex-officio*)
 - Joint Honours Convenor (*ex-officio*)

The following members, chosen by anonymized application process by the current Education Officer at the beginning of Michaelmas Term, to serve a term that lasts until the end of Trinity Term in that same academic year:

- Student Representative participating in a professional placement or internship for credit.
- Student Representative who has wet lab-based learning.
- Student Representative who is registered with the Disability Service.
- Student Representative who has gone on or is currently on Erasmus or similar exchange.
- Student Representative who entered College through an Access Programme
- Mature Student Representative
- Student who commutes a long distance to college

- Student Representative studying the Dual BA Programme
- Postgraduate Student Representative

The following members, elected at first council of each academic year, to serve a term that lasts until the end of Trinity Term in that same academic year:

- Ten Ordinary Members

The position of secretary will rotate through the Faculty Convenors on a rota set by the Chair.

Duties

1. Discuss Union policy on education and to develop and propose new policy relating to education to Council.
 - a) Policy decided on by the committee shall be proposed to Council by the Education officer and seconded by the secretary of the meeting in which the policy was agreed on.
2. To advise and assist the Union Forum in the planning of campaigns relevant to the role of the Education Officer.
3. To advise and assist the Education Officer on any issues, related to, but not limited to:
 - a) Quality of education
 - b) Student services
 - c) Library services
 - d) Examinations
 - e) Assessment
4. To develop Union strategy for academic issues, discussed or to be discussed on at a School, Faculty or College level.
5. To maintain, update and develop the SU management system, which should track at a minimum:
 - a) Constituencies

- b) School & Program Convenors
- c) Class reps
- d) Committees and membership thereof
- e) Executive Policies of the Union

Meetings

1. Meetings to the Education Committee shall take place at least twice per teaching term.
2. The agenda of the Education Committee shall be compiled by the Education Officer from submissions from the members of the Education Committee.

Review

The Committee shall, on or before January 31st 2024, review its own performance and this terms of reference and shall report its conclusions and recommendations for the committee going forward to Union Forum.

Welfare and Equality Committee

TOR

Membership

Standing Members:

1. Welfare & Equality Officer (ex officio; Chair)
2. JCR Welfare Officer

The following Members selected by an anonymized application process by the current Welfare and Equality Officer at the beginning of Michaelmas Term:

1. Secretary
2. Public Relations Officer
3. Volunteer Coordinator
4. Research Officer
5. Off-Campus Officer
6. Society Liaison Officer
7. Accessibility Liaison Officer
8. Trinity Access Program Representative
9. First Year Representative

The following Members shall be elected by Council at the first Ordinary Meeting of Council of the Academic Year:

1. Three Ordinary Committee Members

The following Members, in an ex-officio capacity:

1. Gender Equality Officer
2. Officer for Students with Disabilities
3. LGBT Rights Officer

4. Ethnic Minorities Officer

5. International Officer

6. Access Officer

7. Ents Welfare and Equality

In attendance shall be:

1. The Communications & Marketing Officer

Communications & Marketing Committee

Membership

Membership of the Communications & Marketing Committee shall consist of:

1. Communications & Marketing Officer (*Chair, ex-officio*)
2. Ents Committee Photography & Video Officer (*ex-officio*)
3. Ents Committee Public Relations Officer (*ex-officio*)
4. JCR Publications Officer (*ex-officio*)
5. JCR Communications Officer (*ex-officio*)

The following members, chosen by anonymized application process by the current Communications and Marketing Officer at the beginning of Michaelmas Term, to serve a term that lasts until the end of Trinity Term in that same academic year:

1. Sponsorship Officer
2. Two Photography & Videography Officers
3. Social Media Officer
4. Postgraduate Representative Member

The following members, elected at first council of each academic year, to serve a term that lasts until the end of Trinity Term in that same academic year:

1. Ordinary Committee Member

Terms of Reference

1. The duties of the Communications Committee shall be to:
 - a) Assist and consult with the Communications and Marketing officer on issues related to Union communication when required.
 - b) Members will advise the Communications and Marketing officer on their areas of responsibility and receive support and advice from the Communications and Marketing Officer when required.

2. Members of the Committee:

a) Sponsorship Officer:

- i. The Sponsorship Officer shall assist the Communications and Marketing Officer in developing sponsorship and income for the Union.

b) Photography & Videography Officers:

- i. The Photography & Videography Officers shall assist the Communications and Marketing officer in documenting SU events for the purposes of promotion and publicity.
- ii. The Union will retain the use of all material produced by the photography and videography officers on the condition that the officer receives named-credit either in text or via watermark for their work.

3. Meetings of the Communications Committee:

- a) Meetings of the Communications Committee shall take place at least once per semester.
- b) The agenda of meetings shall include the following:
 - Approval of Minutes
 - Matter Arising
 - Submissions from Committee Members for Discussion
 - Any Other Business
- c) The Communications Officer shall consult with the members of the Communications Committee on an ad-hoc basis when required.

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Entertainments Committee

TOR

Purpose

The TCDSU Entertainments Committee ("Trinity Ents") is the entertainment branch of TCDSU responsible for running social events and entertainment on and off campus, and exists as a service to all TCD students. The majority of events are designed to be affordable to cater to the Union's student members while ensuring Ents as an organisation is sustainable and financially supports the Union. The Ents Officer of the SU is the chairperson of the Ents Committee. While being a vital part of the Union as whole, Trinity Ents is solely responsible for the inception, production and execution of Trinity Ents events.

Membership

Membership shall consist of:

1. The Executive:
 - a) Entertainments Officer (*Chair, ex-officio*)
 - b) Secretary
 - c) Treasurer
 - d) Public Relations Officer (PRO)

2. Nine Junior Officers:
 - a) Technical Officer
 - b) Welfare & Equality Officer
 - c) Live Music Officer
 - d) Photography Video Officer
 - e) Charity Liaisons Officer
 - f) Accessibility Officer
 - g) Alcohol free event convenor
 - h) Oifigeach na Siamsaíochta Gaeilge
 - i) Environmental Officer

3. Two Ordinary Committee Members
4. The Entertainments Officer of the JCR Committee (*ex-officio*)
5. Communications & Marketing Officer (*ex-officio, non-voting*)
6. Two Junior Fresh Ents Reps
7. Two Senior Fresh Ents Reps
8. Two Sophister Ents Reps
9. One Postgraduate Representative

Members shall be elected as per section 3, except for the Public Relations Officer, Technical Officer, and Oifigeach na Siamsaíochta Gaeilge, who will be appointed as per section 4.

Election of Members

1. Elections shall normally take place at the Annual General Meeting, except for:
 - a) The year reps (Junior Fresh, Senior Fresh, Sophister, and Postgraduate) who shall be elected at the first Ordinary General Meeting of the academic year.
2. If a position remains unfilled after the first Ordinary General Meeting, the position may be filled by via application, the format of which will be determined by the Chair.
3. Any member of the union may be nominated for any elected position on The Committee, except for:
 - a) The Secretary and Treasurer, who must have previously held a position on The Committee for a period of at least one college term.
 - b) The Junior Fresh Ents Reps, who must be in their Junior Fresh year of study.
 - c) The Senior Fresh Ents Reps, who must be in their Senior Fresh year of study.
 - d) The Sophister Ents Reps, who must be in a Sophister year of study.

- e) The Postgraduate Representative, who must be doing their postgraduate studies.
4. A nomination must be seconded by one member of the union
 5. Each position (excluding those selected by application) shall have a hustings
 - a) The format of the Hustings shall be determined by The Committee
 6. Members of the Union shall be entitled to stand for election in abstentia
 - a) A candidate in abstentia shall nominate a member of the Union to speak on their behalf, or provide the Secretary with a recorded speech and/or other materials as determined by The Committee no later than 24 hours before the time of the election.
 7. The Committee shall assist the EC in the coordination of all elections.

Appointment of Members

1. Applications for the positions of Technical Officer and Public Relations Officer shall normally open two weeks before the Annual General Meeting
 - a) Applications shall remain open for one week
 - b) The Chair shall set the format of the application
 - c) Successful applicants shall be invited to an interview.
 - d) The interview panel shall consist of the Chair, the Entertainments Officer-Elect, and the incumbent officer.
 - e) If there is no Entertainments Officer-Elect, the Secretary shall join the panel.
 - f) The panel shall appoint the Officer
 - g) The ruling of the panel is final
 - h) The appointed officer shall normally be announced at the Annual General Meeting.
 - i) For an appointment following an officer ceasing to be, the appointed officer and unsuccessful applicants shall be notified directly by the Chair.
2. Appointment of Oifigeach na Siamsaíochta Gaeilge

- a) Applications will open for this role two weeks before AGM.
 - b) Applications shall close one week before the AGM.
 - c) Interviews shall be held the week before the AGM.
 - d) The interview panel shall consist of the sitting Ents Officer, the Ents Officer elect, Oifigeach na Gaeilge, Oifigeach na Gaeilge elect, and the sitting Oifigeach na Siamsaíochta Gaeilge.
 - e) Those who have Irish on the panel will ask their questions solely in Irish and those who do not will ask their questions in English.
 - f) Appointment shall be announced at the AGM, after the executive positions have been announced.
3. Should any non ex-officio Member of the Committee cease to be during their term, The Committee may temporarily appoint any Member of the Union to the position
- a) The appointed Officer or Member of the Committee shall have all the rights and responsibilities of the position.
 - b) Should the Technical Officer or Public Relations Officer for any reason cease to be during their term of office, applications shall open no later than one week after the next meeting of the Committee
 - c) For all other positions, an Extraordinary General Meeting shall be called to hold a Bye-Election no later than two teaching weeks after the appointment of the temporary Officer or other Member of the Committee.

Meetings

Committee Meetings

1. The Committee shall meet at minimum fortnightly during term.
2. Draft minutes shall be made available to Members of the Committee no later than 24 hours after a meeting.
3. Any Member of the Committee may submit Agenda items up to one day before any meeting to the Secretary
4. The Executive shall have approval over all items of the Agenda except for:

- a) The first item on the agenda shall be a vote to approve the minutes of the previous meeting
 - b) The last item on the agenda shall be Any Other Urgent Business, where any member of the committee may raise any concern they have or ask a question to any Member of the Committee regarding the operation of Trinity Ents.
5. The Chair may invite any person to attend for specific agenda items.

General Meetings

1. There shall be an Annual General Meeting in the second half of Hilary Term.
2. There shall be an Extraordinary General Meeting in the event of:
 - a) An officer ceasing to be
 - b) The Ents officer receiving a petition of 10 Members of the Union to impeach a non ex-officio Member of the Committee
3. There shall be an ordinary General Meeting in the first half of Hilary term.
4. The Committee may call additional General Meetings.
5. General meetings shall be open to all Members of the Union
6. All Members of the Union shall be entitled to vote on any measure or in any election at a General Meeting
7. All Members of the Union shall be notified no less than one week in advance of a General Meeting
8. 50% of The Committee must be in attendance for a General Meeting to commence.
 - a) At least one member of the EC must be in attendance for a General Meeting to commence.
9. The Entertainments Officer shall chair the General Meeting
10. The Secretary shall minute the General Meeting.
11. The Executive shall set the Agenda of General Meetings

- a) The Agenda for the Annual General Meeting shall contain elections as per section 3 and the announcement of the appointed officers as per section 4
 - b) The Agenda for Extraordinary General Meetings shall only contain the item for which the meeting was called
 - c) The Agenda for the first General Meeting of the academic year shall contain elections as per section 3, and reports from all Officers on work to date and plans, for the year ahead.
12. The Agenda of a General Meeting shall be made available to all Members of the Union at least one day before the meeting takes place
13. The Minutes of a General Meeting shall be made available to all Members of the Union no later than one week after the meeting takes place

Removals from the Committee

1. If a Member of the Committee fails to attend two committee meetings without advanced apology, the Secretary shall notify them that they are in danger of being removed as per 4.11.8 of the Constitution.
2. In the event of The Executive deeming any non ex-officio Member of the Committee to have broken or attempted to break college regulations while on Ent's business:
 - a) A meeting of The Committee shall be convened where the Chair shall propose to impeach the member
 - b) The Member shall be referred to the Junior Dean by the Chair.
 - c) The Member shall be immediately suspended from their duties.
 - d) The Member shall be reinstated only if the motion to impeach at the meeting of the Committee fails.
 - e) Any non ex-officio Member of the Committee may resign in writing to the Chair.
 - f) Any Member of the Committee may propose to impeach any non ex-officio Member of the Committee

- a) The Member making the proposal shall be given an opportunity to make a statement as to why the impeachment should take place
 - b) If in attendance, The Member of whom the impeachment is being considered shall be given an equal opportunity to make a statement of defence
 - c) If in attendance, The Member of whom the impeachment is being considered shall then leave the meeting while The Committee deliberate and vote.
 - d) The Committee shall vote by secret ballot
 - e) The Member shall then be invited to return to the meeting to hear the result of the vote.
3. Any non ex-officio Member of the Committee may be impeached at an Extraordinary General Meeting triggered by a petition to impeach as per section 5.2.b
- a) The Chair, or a nominee of the petitioners, shall make a statement as to why the impeachment should take place.
 - b) If in attendance, The Member of whom the impeachment is being considered shall be given an equal opportunity to make a statement of defence
 - c) If in attendance, The Member of whom the impeachment is being considered shall be given an equal opportunity to answer questions from Members of the Union. The duration of this questioning shall be at the discretion of the EC.
 - d) If in attendance, The Member of whom the impeachment is being considered shall then leave the meeting while the attendees deliberate and vote.
 - e) The Committee shall vote by secret ballot
 - f) The Member shall then be invited to return to the meeting to hear the result of the vote.

Duties of the Committee

All Members of the Committee shall, in addition to their specific duties:

1. Contribute to the planning of Ents events.
2. Attend all Ents events where possible.
3. Have a responsibility to promote Trinity Ents in the college.
4. Assist other Members of the Committee where necessary
5. Participate in handover with their successor

Chair

1. Chair Duties as per 4.11.4 of the Constitution
2. Be responsible for all finances of Trinity Ents alongside the SU Administrative Officer and The Treasurer.
3. Be responsible for reviewing proposals for financial expenditure in conjunction with the Treasurer and providing financial oversight in tandem with the Treasurer.
4. Forward relevant correspondence to the Committee
5. Assist the Technical Officer with oversight of and recording of the rental of Ents equipment.
6. Deal with correspondence on social media alongside the Secretary, the Communications & Marketing Officer and the PRO.
7. Taking a central role in organising campaign weeks alongside the Executive of The Committee.

Secretary

1. Secretarial Duties as per 4.11.5 of the Constitution
2. Deal with all on campus venue bookings.
3. Assist the Technical Officer with oversight of and recording of the rental of Ents equipment.
4. Deal with correspondence on social media alongside the Chair, the Communications & Marketing Officer and the PRO.

5. Taking a central role in organising campaign weeks alongside the Executive of The Committee.

Treasurer

1. Be responsible for all finances of Trinity Ents alongside the SU Administrative Officer and The Chair.
2. Be responsible for reviewing proposals for financial expenditure in conjunction with the Chair and providing financial oversight in tandem with the Chair.
3. Be responsible for the collection of financial takings after events and ticket sales, and have access to the online ticket sales platform.
4. Be responsible for maintaining a second set of accounts, to be used as a point of reference in the future.
5. Communicate regularly with the Administrative Officer on financial matters including the provision of estimates of expenditure

Public Relations Officer

1. Be responsible for the promotion of Trinity Ents.
2. Organise and oversee the design, printing and distribution of all the society's promotional materials including but not limited to posters, social media graphics and leaflets.
3. Curating all facets of Trinity Ents' social media presence and increasing Trinity Ents following through constant content and communication.
4. Write press releases for any large scale events.

Technical Officer

1. With the assistance of the Secretary and Chair, oversee and keep record of the rental use of the Ents equipment.
2. Dealing with rental payments and passing record of this onto the Ents Treasurer and the SU Administrative Officer.
3. Be available to transport, set-up and collect DJ equipment.

4. Perform actual sound engineering duties at Ents events

Welfare and Equality Officer

1. Sit on the SU Welfare committee, and be a bridge between Ents and Welfare.
2. Work in close relations with Accessibility officers on matters concerning Equality, Diversity, Inclusion and general Accessibility.
3. Liaise with the SU Welfare and Equality Officer, and other SU EDI PTOs.
4. Regularly report to The Committee on the inclusivity of Ents events and make proposals on how to continuously increase inclusivity and accessibility.
5. Work with union PTOs to better include marginalized groups on campus.

Live Music Officer

1. Be responsible for the Battle of the Band series.
2. Find and promote local talent within Trinity.
3. Assist the Ents Officer in finding high profile acts to play at Trinity Ents events

Photography Video Officer

1. Organise photography and videography for all Trinity Ents events.
2. Watermark and edit all images and videos before uploading them onto social media.

Charity Liaison Officer

1. Assist the Chair with the organisation and execution of Raise And Give (RAG) Week.
2. Coordinate the charity volunteers during RAG Week.
3. Liaise with the SU Volunteer Forum Coordinator
4. Manage any charity initiatives proposed by the Ents Committee.
5. Assist Charity Societies in managing events upon their request.

Accessibility Officer

1. Work with the Chair to ensure that events cater to accessibility needs.
2. Ensure that earplugs are provided at events.

Alcohol free event convenor

1. Assist the Chair in organising alcohol free events

Oifigeach na Siamsaíochta Gaeilge

1. Ensure compliance with Sceideal 11.
2. Assist the Entertainment Officer with organising Irish language events targeted at fluent speakers and events targeted at learners
3. Collaborate with Oifigeach na Gaeilge to organise events during Éigse na Tríonóide.
4. Ensure that all Trinity Ents materials are posted and released in Irish by either personally assisting with translation or that Rannóg an Aistriúcháin is given appropriate notice by other committee members to complete translation work.
5. Report to Oifigeach na Gaeilge and the Electoral Commission if this is not being done.
6. Speak Irish at all Trinity Ents events and actively encourage people to speak it whether English or Irish is the predominant language of an event.

Environmental Officer

1. Ensure Ents events run with reduced waste
2. Assist the Entertainment Officer with organizing events for Green Week and collaborations with relevant societies
3. Assist the Entertainment Officer with organizing events for Green Week and collaborations with relevant societies
4. Liaise with the SU Environmental Officer and their committee regarding environmental campaigns and promoting events

Entertainments Officer of the JCR Committee

1. Act as a liaison between Trinity Ents and Trinity Hall.

Junior Fresh Ents Rep (x2)

1. Represent and promote Trinity Ents among their year.

Senior Fresh Ents Rep (x2)

1. Represent and promote Trinity Ents among their year.

Sophister Ents Rep (x2)

1. Represent and promote Trinity Ents among their year.

Postgraduate Ents Rep

1. Represent and promote Trinity Ents among postgraduate students.

Review

The Committee shall, on or before January 31st 2024, review its own performance and this terms of reference and shall report its conclusions and recommendations for the committee going forward to Union Forum.

Coiste na Gaeilge

Béarla

Membership

Although desirable, the ability to speak Irish is not required to be a member of the committee. Members must be interested in issues surrounding the language in the college and in SU representation.

- Irish Language Officer (*Chair, ex-officio*)
- President (*ex-officio*)
- Communications Officer (*ex-officio*)
- Two Cultural Officers
- Two Campaigning Officers
- One STEM Representative
- One AHSS Representative
- One HS Representative
- One Ordinary Committee Member
- One Postgraduate Representative

Terms of Reference

1. The duties of the Coiste na Gaeilge shall be to:
 - a) Discuss and improve on Union policy on the Irish language.
 - b) Highlight any issues that individuals may face relating to the Irish language under the SU.
 - c) Promote and support SU campaigns relating to the Irish language
 - d) Support representation of the Irish language within the SU.
2. Meetings of the Coiste na Gaeilge:

- a) Meetings of the Irish Language committee shall take place at least twice per teaching term.
 - b) The meetings shall be conducted through the Irish language.
3. Appointment of the Cultural Officers, Campaigning Officers, STEM Representative, AHSS Representative and HS Representative:
- a) Any member of the Union may apply to be a Cultural Officer, Campaigning Officer, STEM Representative, AHSS Representative or HS Representative.
 - b) The format of the application will be decided by the Irish Language Officer.
 - c) Applications will be assessed by the Irish Language Officer.

Gaeilge

Ballraíocht

Níl Gaeilge de dhíth chun ballraíocht a ghlacadh ar an gcoiste, ach tá sé inmhianaithe afách. Caithfidh spéis a bheith ag na baill i gcúrsaí Gaeilge sa choláiste agus in ionadaíocht an Aontais.

- Oifigeach na Gaeilge (*Cathaoirleach, de bhrí oifige*)
- Uachtarán (*de bhrí oifige*)
- Oifigeach Caidreamh Poiblí agus Margaíochta (*de bhrí oifige*)
- Beirt Oifigeach Cultúrtha
- Beirt Oifigeach Feachtasaíochta
- Ionadaí Eolaíochta, Teicneolaíochta, Innealtóireachta is Matamaitice (Ionadaí ETIM)
- Ionadaí na nEalaíon, na nDaonnachtaí is na nEolaíochtaí Sóisialta (Ionadaí EDES)
- Ionadaí na nEolaíochtaí Sláinte (Ionadaí ES)
- Gnáthbhall Amháin
- Ionadaí Iarchéime Amháin

Téarmaí Tagartha

1. Beidh sé mar dhualgas ar an gcoiste:
 - a) Polasaithe Gaeilge an Aontais a phlé, agus forbairt a dhéanamh orthu más gá
 - b) Aird a tharraingt ar na ceisteanna roimh dhuine ar leith faoi scáth an Aontais
 - c) Tacaíocht a thabhairt d'fheachtais an Aontais a bhaineann leis an nGaeilge
 - d) Tacaíocht a thabhairt d'ionadaíocht na Gaeilge san Aontas
2. Cruinnithe Coiste na Gaeilge:
 - a) Beidh na cruinnithe ar siúl ar a laghad dhá uair in aghaidh an téarma
 - b) Stiúirífar na cruinnithe trí Ghaeilge
3. Ainmniúchán na nOifigeach Cultúrtha, na nOifigeach Feachtasaíochta, an tIonadaí ETIM, an tIonadaí EDES agus an tIonadaí ES:
 - a) Is féidir le baill an Aontais chur isteach le bheith mar Oifigeach Cultúrtha, Oifigeach Feachtasaíochta, Ionadaí ETIM, Ionadaí EDES nó Ionadaí ES.
 - b) Beartóidh an t-Oifigeach Gaeilge leagan amach na n-iarratas.
 - c) Déanfaidh an t-Oifigeach Gaeilge scrúdú ar na hiarratais.

BAME Advisory Group

Membership

Membership of this group will be open access for any TCD Student or Staff member identifying as a minority ethnicity to join.

It shall also consist of:

1. President (*ex-officio*)
2. Welfare & Equality Officer (*ex-officio*)
3. Ethnic Minorities Officer (*Chair; ex-officio*)
4. Citizenship Officer (*Secretary; ex-officio*)
5. Community Liaison Officer (*ex-officio*)
6. International Officer (*ex-officio*)

The committee shall elect further positions in subsequent meetings by those in attendance.

The purpose of this committee is for students of colour and minority ethnicities to be able to come together in a shared space, enabling community engagement, and community planning, to inform campaigning carried out by the Union, such as Campaign weeks or relevant motions from council.

The membership of the meetings will be open-access to all minority-ethnicity students. The meetings of the Advisory Group will be published in the weekly newsletter, and its timing and location will be determined by the President and Ethnic Minority Officer and communicated to the Communications Officer.

Accountability

The BAME Advisory Group will meet at least once every three weeks during term time.

Expires 30/6/2028

TJH Committee

Membership

Membership of the TJH Committee shall consist of:

1. Joint Honours Convenor (*Chair, ex-officio*)
2. Secretary
3. Erasmus Liaison Officer
4. Capstone Representative
5. Two Ordinary Committee Members
6. One Postgraduate Representative

Terms of Reference

1. The duties of the TJH Committee shall be to:
 - a) Discuss Joint Course specific issues and to develop and propose new policy relating to the programme.
 - b) Advise and assist the TJH Convener on any issues, related to, but not limited to:
 - i. Quality of education
 - ii. Erasmus/Study Abroad
 - iii. Examinations/Assessment
 - iv. Electives
 - v. Pathways and Major/Minor Selection
 - c) Report to the Undergraduate Common Architecture Governance Committee.
 - d) Develop Union strategy for Joint Honours-related issues, discussed or to be discussed at a School, Faculty or College level.
2. Members of the Committee:
 - a) Appointment of the Members:

- i. Any member of the Union who is enrolled in an TJH course may run for positions on the Committee, subject to additional requirements for specific positions.
 - ii. All Committee Members shall be elected at the first Council of the teaching term.
- b) Erasmus Liaison Officer:
 - i. Any TJH student who is enrolled or has completed an Erasmus/Study Abroad programme may run for the position of Erasmus Liaison Officer.
 - ii. The Erasmus Liaison Officer shall represent the needs and concerns of students undertaking an Erasmus/Study Abroad programme or who are applying for an Erasmus/Study Abroad programme.
- c) Capstone Project Representative:
 - i. Any TJH student who is undertaking a capstone project may run for the position of Capstone Project Representative.
 - ii. The Capstone Project Representative shall represent the needs and concerns of students undertaking a capstone project.
- d) Mature Students' Representative:
 - i. Any TJH student who began their course aged 23 or older may run for the position of Mature Students' Representative.
 - ii. The Mature Students' Representative shall represent the needs and concerns of mature students.

3. Meetings of the TJH Committee:

- a) Meetings of the TJH Committee shall take place at least twice per teaching term.
- b) The agenda of meetings shall include the following:
 - Approval of Minutes
 - Matters Arising
 - Submissions from Committee Members for Discussion
 - Any Other Business

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Expires 30/6/2028

International Committee

Purpose

The duties of the International Committee shall be to:

1. Discuss and improve on Union policy regarding international students.
2. Highlight any issues that international students may be facing.
3. Promote and support SU campaigns relating to international students
4. Support representation of International Students within the SU.

Membership

1. Membership shall consist of:
 - a) International Students' Officer (*Chair, ex-officio*)
 - b) Secretary
 - c) JCR International Officer (*ex-officio*)
 - d) Erasmus Officer, selected by application
 - e) Eight ordinary members, selected by application
 - f) One Postgraduate member, selected by application
2. The format of the application shall be decided by the International Students' Officer, in consultation with the Welfare & Equality Officer.
3. Applications will be assessed by International Students' Officer
4. The ISO shall endeavour to select members that represent that all faculties, all continents, and countries with the largest international student population in Trinity, according to most recently available data
5. Nine members will be selected to join the committee by the ISO, one of whom shall be elected to the position of secretary at the first meeting of the Academic Year

Accountability

1. Approved minutes shall be submitted to Council by the Secretary for noting.
2. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
3. Items, if any, of concern to Union Forum will be returned to the Organising Committee as Matters Arising.

Meetings

1. There shall be a minimum of two meetings per teaching term
2. The chair may invite other persons to attend meetings for specific agenda items.
3. The agenda of meetings shall include the following:
 - a) Approval of Minutes
 - b) Matter Arising
 - c) Submissions from Committee Members for Discussion
 - d) Any Other Business

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Expires 30/6/2026

Boycott, Divestment, and Sanction (BDS) Implementation Group

Purpose

The TCDSU Boycott, Divestment, and Sanction (BDS) Implementation Group shall:

1. Ensure compliance with the principles of BDS in all Student Union shops, trade, business and other Union operations
2. Assist and consult with the President on furthering the aims and principles of the Global Boycott Divestment and Sanctions movement within all TCD activities, and in support of the global movement.
3. To organise Anti-Apartheid Week, using it to:
 - a) Platform the BDS movement
 - b) Further the aims and principles of the Global BDS Movement.
4. Campaign and lobby College to adopt BDS, which should include:
 - a) A total boycott of the State of Israel (Cultural, Academic and Economic),
 - b) Divestment of college funds from Israeli companies and other companies listed on the BDS Divestment List.
5. Lobby government and relevant external organisations to support BDS and the Palestinian anti-apartheid cause.
6. These goals will be pursued giving equal dignity to both Gaeilge and English

Membership

1. Membership shall consist of:
 - a) Chairperson
 - i. The committee shall, to the last ordinary meeting of Council of the academic year, submit a nomination for Chair, selected at their discretion.

- ii. The nomination shall be submit via the Citizenship Officer and President raising a motion to appoint the nominated person as Chairperson for a term of one year.
 - iii. Where the committee does not submit a nomination, or where the motion to appoint fails, Council shall elect the Chairperson for a term of one year.
- b) Vice-Chairperson
 - i. The committee shall, to the last ordinary meeting of Council of the academic year, submit a nomination for Vice-Chair, selected at their discretion.
 - ii. The nomination shall be submitted via the Citizenship Officer and President raising a motion to appoint the nominated person as Vice-Chairperson for a term of one year.
 - iii. Where the committee does not submit a nomination, or where the motion to appoint fails, Council shall elect the Vice-Chairperson for a term of one year.
- c) Secretary
 - i. The committee shall, to the last ordinary meeting of Council of the academic year, submit a nomination for Secretary, selected at their discretion.
 - ii. The nomination shall be submit via the Citizenship Officer and President raising a motion to appoint the nominated person as Secretary for a term of one year.
 - iii. Where the committee does not submit a nomination, or where the motion to appoint fails, Council shall elect the Secretary for a term of one year.
- d) Citizenship Officer (*ex officio*)
- e) President of TCDSU (*ex officio*)
- f) Five ordinary committee members, selected by application
- g) One Public Relations Officer, selected by application
- h) Events Officer, selected by application
- i) One First Year Representative, selected by application
- j) One Postgraduate Representative, selected by application

- k) One aistriúchán to provide translation services to be paid at the same rate as staff of Rannóg an Aistriúcháin, selected by application
2. The format of the application shall be decided by the Committee.
- a) Applications will be anonymously assessed by the Committee
 - b) Where the number of actual members of the committee is greater than three:
 - i. To maintain anonymity, the Citizenship Officer will administer the application process.
 - ii. Any information believed to be identifying by the Citizenship Officer shall be censored before assessment.
 - iii. The Citizenship Officer shall recuse themselves from the meeting while the selection process is taking place.
 - c) Where the number of actual members of the committee is not greater than three:
 - i. To maintain anonymity, the Secretary to Council will administer the application process.
 - ii. Any information believed to be identifying by the Secretary to Council shall be censored before assessment.

Accountability

1. Approved minutes shall be submitted to the Council by the Citizenship Officer in the form of a Part-Time Officer Report
2. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
3. Items of concern (if there are any) to Union Forum will be returned to the Organising Committee as Matters Arising.
4. The Citizenship Officer shall propose to Union Forum an invitation to the Chair of the Committee to present on the campaigns of the Committee, twice per term once before and after each reading week.
5. The Chair of the Committee shall bring a report on the compliance of the Union, to Council, in the form of a Discussion Item, at least one per teaching term.

Meetings

1. Meetings shall be arranged on an ad-hoc basis
2. There shall be a minimum of three meetings per teaching term
3. The agenda must include:
 - a) The Approval of Minutes
 - b) Matters Arising from the approved minutes
 - c) Correspondence
 - d) Discussion items
 - e) Any Other Business
4. The President shall be invited to every meeting of the committee.
5. The Chair may invite other persons to attend meetings for specific agenda items.
6. The secretary shall send, to any invited persons, all papers of the meeting to which they are invited
7. The Vice-Chair will assume the duties of the Chair should they be unavailable temporarily
8. The Committee shall invite submissions from members of the Union, which will be considered by the committee as Items of Correspondence

Review

The Committee shall, on or before January 31st of each year, review its own performance and its terms of reference and shall report its conclusions and recommendations for the Implementation Group going forward to Union Forum.

Expires 31/1/2029

Access Committee

Membership

1. Membership shall consist of:
 - a) Access Officer *Chair; ex officio*
 - b) Officer for Students with Disabilities (*ex-officio*)
 - c) Two ordinary members, elected at First Council
 - d) Two ordinary members, selected by application
 - e) Two ordinary members who are past or present members of the Foundation Course, selected by application
 - f) One ordinary member who is a DARE representative, selected by application
 - g) One ordinary member who is a postgraduate access student, selected by application
2. The position of Secretary shall be selected by the Chair in consultation with the Education Officer.
 - a) The format of the application shall be decided by the Access Officer, in consultation with the Education Officer.
 - b) Applications will be anonymised by the Communications & Marketing Officer and assessed by the Access Officer.

Duties

The duties of the Access Committee shall be:

1. To assist the Access Officer in planning and working on College Awareness Week and subsequent events throughout the academic year.
2. Discuss and improve Union policy regarding students who entered college through an access programme.
3. Highlight any issues that access students may be facing.
4. Support representation of access students within the Union.

Meetings

The meetings of the Access Committee shall:

1. Be held on an ad hoc basis.
2. Follow the format of:
 - a) Approval of Minutes
 - b) Matters Arising
 - c) Submissions from committee members
 - d) Any Other Business
3. Take place no less than twice per term.
4. Include other members who are invited by the chair for specific meetings or agenda points, such that it has the approval of the Committee.

Accountability

In order to hold the Access Committee accountable, the following measures will be required:

1. To submit all approved minutes to Council as an item for noting.
2. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
3. The Chair of the committee shall be available to report orally to the Union Forum on key aspects of the proceedings of the Committee as required.

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Expires 30/6/2028

Off Campus and Clinical Placement Committee

Membership: Open access to all off-campus students of TCD who also undergo mandatory clinical placements.

It shall consist of:

1. President (*Secretary; ex-officio*)
2. Welfare & Equality Officer (*ex-officio*)
3. Education Officer (*ex-officio*)
4. Health Sciences Convenor (*ex-officio*)
5. Off-Campus Officer (*Chair; ex-officio*)

This committee may further appoint based on applications the following representatives:

1. Therapies,
2. Medicine,
3. Nursing,
4. Pharmacy and Midwifery,
5. Social Work.

Further positions may be established and elected at the discretion of the committee. The aim and purpose of this committee is to lobby and provide meaningful representation to students who undergo mandatory clinical placements by aiming to secure subsidised accommodation for Dublin based summer placements, reduce costs associated with placements, increase counselling availability for students on placements.

It will also aim to improve the standard of facilities in off-campus locations; a subcommittee to this end may be created at the discretion of the Off-Campus Officer, subject to consensus of those in attendance of the meeting who vote in favour of such a proposal by the PTO, positions of which will be elected at a further meeting.

Dates and locations of meetings will be agreed upon by the President and Off-Campus Officer, with at least one meeting of this committee to take place in

Trinity Centre for Health Sciences in St James'; details of all meetings will be passed to the Communications Officer for inclusion in the weekly newsletter. The committee will be required to submit a report on progress made to one council per term, submitted by the Off-Campus Officer.

The Off-Campus Clinical Placement Committee will sit once every three weeks during term time.

Expires 30/6/2028

Environmental Action Committee

Membership of the environmental action committee shall consist of:

- Environmental Officer (*Chair, ex officio*)
- JCR Environmental Officer(*ex-officio*)
- Ents Environmental Officer (*ex-officio*)
- Secretary
- 1st-year Representative
- Postgraduate Representative
- PRO, by application
- CEO, by application
- Ten Ordinary Committee members, by application

The activities of the environmental action subcommittee shall be as follows:

- To engage students in the national climate discussion
- To encourage student participation in and engagement with national climate movements and demonstrations, provided this does not come into conflict with the Union's goals
- To promote and organize initiatives relating to climate change and mental health, particularly as regards climate anxiety
- To campaign against greenwashing and environmentally damaging partnerships on campus
- To collaborate with the Trinity Sustainability on the Trash to Treasure Initiative and work to build and grow Trinity's Circular Economy, aiding student welfare and reducing campus waste

Meetings:

- The committee shall meet on an ad hoc basis, with at least two meetings per term

- Guest speakers may attend meetings at the invitation of the chair
- The secretary shall keep minutes of the meetings

Review:

- The Committee shall, on or before January 31st, 2024, review its own performance and these terms of reference and shall report its conclusions and recommendations for the committee going forward to Union Forum

Expires 30/6/2028

Constitutional Review Working Group

Purpose

The Constitutional Review Working Group is a group established to undertake the task of amending the constitution significantly to integrate postgraduate students into the role as well as integrate already existing structures into the constitution.

Duties

The duties of the Constitutional Review Working Group include:

- Fix any grammatical errors in the Constitution for TCDSU
- Integrate postgraduates into the Constitution with more formal structures
- Integrate already existing structures into the Constitution
- Review previously completed submissions of the constitution and provide a report to Council on this
- Review relevant sections of the constitution and propose a new constitution if required

Membership

- Education Officer (*Chair; ex-officio*)
- Welfare Officer (*ex-officio*)
- Communications Officer (*ex-officio*)
- Chair of the Electoral Commission (*ex-officio*)
- Chair of the Oversight Commission (*ex-officio*)
- Faculty Convenors (*ex-officio*)
- Administrative Officer (*ex-officio*)
- 12 ordinary members selected by application
- The Electoral Commission and the Oversight Commission can be in attendance

Meetings

- Meetings will occur on a fortnightly basis at a minimum during term time.
- A secretary will be appointed by the Chair per meeting.
- Further meetings will be held if required.
- The CRWG will organize at least 5 open fora on the contentious areas of the constitution or any areas of significant debate recorded from previous years in Council.

Testimony

The working group shall invite written testimony from any member of the union who wishes to contribute. The working group shall individually engage, in whatever form they deem appropriate, with every member of the Union Forum to gather detailed testimony.

Accountability

All approved minutes of meetings will be submitted to Council by the Education Officer. The draft of the Constitution must be brought to at least 2 Union Forum meetings. The draft of the Constitution must be brought to at least 2 Council meetings.

Expires 30/6/2026

Archival Committee

Membership

The membership of the Committee shall consist of:

- The Chair, titled as Union Archivist, shall be elected by Council at the final ordinary meeting of Council of the academic year for the following academic year. The term of office shall be until the final ordinary meeting of Council in the second year following that academic year. The Chair, before the final ordinary meeting of Council in their first year in office, may reject their position for the second year.
- Communications & Marketing Officer (ex-officio)
- Two ordinary members, elected at the last Council of the academic year, to serve from election until the last Council of the following academic year.
- One ordinary member, elected at the First Council of the academic year, to serve from election until the last Council of the current academic year.
- Administrative Officer (ex-officio) as a member in attendance
- The Secretary, elected at the last Council of the academic year, to serve from election until the last Council of the following academic year

Duties

The duties of the Archival Committee shall be:

- To develop and maintain a consistent archival system for the Union Archive in line with international standards and best practices,
- and, where possible, permit for public access to the Union Archive, or
- when necessary, prohibit access to protect in camera or otherwise sensitive documents.
- To store and sort all relevant materials produced by the Union, including Council and committee minutes, election results, policy documents,

publications and anything else as determined by the Committee, either physically or digitally as necessary.

- To consult with relevant Union officers in order to document precedents, policies, practices or events for future officers.
- To manage an email address through which students may submit contents for the archive and on which essential documents can be stored.

Meetings

The meetings of the Archival Committee shall:

- occur on an ad hoc basis.
- follow the format of:
 - Approval of Minutes;
 - Matters Arising;
 - Submissions from Committee Members;
 - Any Other Business.
- take place not less than two times in a term.
- include other members invited by the Chair for specific meetings or agenda points, such that it has the approval of the Committee.

Expires 30/6/2028

PGR Forum

Membership

- PGR Officer (*Chairperson, ex-officio*)
- Secretary (*ex-officio*)
 - The Secretary shall normally be elected at the last ordinary meeting of the PGR Forum of the academic year by the postgraduate research members of the Union present at that meeting.
 - * At least one member of the Electoral Commission must be in attendance for the Election to take place.
 - * Nominations for Election shall be taken from the postgraduate research members of the Union present at that meeting by the PGR Convenor.
 - * Any postgraduate research member of the Union may be nominated to the position of Secretary.
 - * All nominations require at least one seconding nomination from another postgraduate research member of the Union.
 - * The election shall be conducted in accordance with Chapter 7.2.2 of the Constitution.
 - * The PGR Convenor shall return the results of the Election.
 - Bye-Elections shall take place, if required, at the next meeting of the PGR Forum.
 - Their term of office shall normally be from the end of Trinity Term following their election to the end of the Trinity Term of the following academic year.
- President (*ex-officio*)
- Education Officer (*ex-officio*)
- Welfare and Equality Officer (*ex-officio*)
- Communications and Marketing Officer (*ex-officio*)
- Entertainments Officer (*ex-officio*)

- Oifigeach na Gaeilge (*ex-officio*)
- The representatives of each postgraduate research constituency as described in Schedule 1 to the Constitution.

Duties

- To discuss and formulate Union policy relating to postgraduate research members of the Union to be proposed to Council.
 - If such a proposal, by a simple majority vote of the members of the PGR Forum, is approved then it shall be submitted in accordance with the established procedures for submission to Council.
 - The Motion shall be proposed by the PGR Convenor and seconded by the President.
- To advise and assist the PGR Officer on any issues, related to, but not limited to:
 - Quality of supervision
 - Services for postgraduate researchers
 - Library services and desk allocations
 - The continued push for enhanced workers' rights for postgraduate researchers
 - To develop Union strategy on tackling issues relating to postgraduate researchers, discussed or to be discussed at a School, Faculty or College level.

Meetings of the PGR Forum

- The PGR Forum shall be required to meet at least twice a term.
- The dates for the PGR Forum shall be decided by the PGR Convenor, the Education Officer, and the Chair of Council.
 - The report of the Education Officer shall include a proposed schedule of meetings of the PGR Forum before the next meeting of Council.

- Postgraduate research members of the Union may attend any meeting of the PGR Forum and have the right to speak at such meetings.
- Other individuals may be allowed the right to speak at meetings of the PGR Forum by a simple majority vote of those present.
- Other non-Union members may be invited to attend at the discretion of the PGR Facilitator.

Review

The PGR Forum shall review its own performance as part of the annual review of this integration strategy, and this terms of reference, and shall report its conclusions and recommendations for the forum going forward to Union Forum.

Expires 30/6/2027

Rannóg an Aistriúcháin

Ballraíocht

- Oifigeach na Gaeilge (*ex-officio, comhchathaoirleach*)
- Suas le cúigear aistritheoirí is mic léinn roghnaithe bunaithe ar inniúlacht scríofa arna measúnú ag Oifigeach na Gaeilge le treoir ó bhall foirne de chuid Roinn na Gaeilge agus an Léinn Cheiltigh agus/nó Oifig na Gaeilge.
 - Toghfar duine de na haistritheoirí is mic léinn mar chomhchathaoirleach ar Rannóg an Aistriúcháin sa chéad chruinniú den Bhliain Acadúil a reáchtálfar tráth nach déanaí ná an 15 Deireadh Fómhair de gach bliain acadúil.
 - Is é an comhchathaoirleach seo, arb é an t-aistritheoir seo is mac léinn é, a bheidh i freagrach as a chinntiú go gcuirfidh aistritheoir is mac léinn gach tasc i gcrích.
 - Toghfar duine de na haistritheoirí is mic léinn mar rúnaí

Roghnúchán

- Beidh tasc aistriúcháin mar chuid den phróiseas iarratais ar Rannóg an Aistriúcháin. Roghnófar an cúigear mac léinn is airde scór bunaithe ar an tasc seo sa tréimhse iarratais ag tús gach bliana acadúla.
- Má dhéanann níos lú ná cúigear mac léinn iarratas agus má chinneann Oifigeach na Gaeilge in éineacht leis an treoir foirne thuasluaite nach bhfuil cumas scríofa an mhic léinn chomh hard leis an gcaighdeán is gá chun doiciméid a aistriú, ní roghnófar an mac léinn sin do Rannóg an Aistriúcháin.
- Má chinneann aistritheoir is mac léinn Rannóg an Aistriúcháin a fhágáil, osclófar próiseas iarratais nua chun an bhearna a líonadh.
- Cuirfear in iúl d'iarratasóirí tráth nach déanaí ná cúig lá gnó tar éis dóibh a n-iarratas a chur isteach an bhfuil siad roghnaithe.

Téarmaí Tagartha

- Tabharfar Rannóg an Aistriúcháin ar an Rannóg agus ní thabharfar ainm Béarla air.

- Osclófar iarratais i mí Lúnasa agus fógrófar iad ar na meáin shóisialta de chuid an Aontais agus sa chéad ríomhphost seachtainiúil den bhliain. Ba chóir go mbeadh sé mar sprioc foireann iomlán aistritheoirí a bheith ann chomh luath agus is féidir chun ualach an aistriúcháin a bhaint d'Oifigeach na Gaeilge.
- Oibreoidh na baill a roghnófar do Rannóg an Aistriúcháin leis an rannóg go dtí go roghnófar Rannóg Aistriúcháin nua ag tús na chéad scoilbhliana eile.
- Íocfar € .05 in aghaidh an fhocail le haistritheoirí is mic léinn as gach aistriúchán a dhéantar.
- Déanfar íocaíochtaí tríd an bpárolla agus déanfar iarratais íocaíochta ó mhic léinn aistritheoirí trí Oifigeach na Gaeilge agus tríd an Oifigeach Riaracháin agus cuirfear cruthúnas ar dhoiciméid a aistríodh ar fáil.
- Roinnfidh baill Rannóg an Aistriúcháin an seoladh ríomhphoist aistriuchan@tcdsu.org agus nuair a leagtar aistriúchán ar aistritheoir is mac léinn, cuirfidh siad a n-ainm féin mar lipéad ar an ríomhphost Gmail ina bhfuarthas an doiciméad chun a mharcáil go soiléir go bhfuil siad chun é a aistriú agus nár cheart do dhaoine eile. Leis seo, seachnófar go n-aistreoidh níos mó ná aistritheoir amháin an doiciméad céanna.

Dualgais

- Oibriú le hOifigeach na Gaeilge agus le gach Oifigeach san Aontas chun a chinntiú go gcuirtear gach ábhar Aontais ar fáil i nGaeilge.
- Aistriúchán ó Ghaeilge go Béarla a sholáthar nuair a iarrtar é.
- Aistriúcháin a sholáthar go tráthúil de réir na dtreoirínte atá leagtha amach i Sceideal 11.
- Comhairle a thabhairt d'Oifigeach na Gaeilge maidir le hamlínte aistriúcháin i Sceideal 11.
- Má bhraitheann mac léinn nach féidir leo an spriocdháta le haghaidh aistriúcháin a chomhlíonadh tar éis dóibh glacadh le tasc, cuirfidh siad na baill eile i Rannóg an Aistriúcháin ar an eolas láithreach lena chinntiú gur féidir le duine éigin eile é a chríochnú.

- Má chailleann aistritheoir is mac léinn níos mó ná dhá spriocdháta gan idirbheartaíocht a dhéanamh leis an Oifigeach a dteastaíonn sé uaidh nó baill eile na Rannóige a chur ar an eolas chun go gcríochnódh duine eile é, is féidir le hOifigeach na Gaeilge an mac léinn sin a bhaint den Rannóg.

Cruinnithe

- Tiocfaidh Rannóg an Aistriúcháin le chéile uair amháin gach trí seachtaine chun oibríochtaí aistriúcháin a phlé.
- Is i nGaeilge a reáchtálfar na cruinnithe seo.
- Pléifear feidhmíocht, caighdeán an aistriúcháin agus spriocdhátaí ag gach cruinniú.
- Táthar ag súil go bhfreastalóidh gach aistritheoir is mac léinn ar na cruinnithe
- Má chailleann mac léinn trí cinn de na cruinnithe seo gan a leithscéal a ghabháil, measfar é a dhífhostú ó Rannóg an Aistriúcháin.

Athbhreithniú

Déanfaidh Rannóg an Aistriúcháin athbhreithniú ar a feidhmíocht féin, agus ar na Téarmaí Tagartha ag an gcruinniú deiridh de gach Bliain Acadúil. Déanfaidh sé ansin a thorthaí agus aon mholtaí a thuairisciú leis an gcruinniú deiridh d'Fhóram an Aontais den bhliain acadúil.

Membership

- Oifigeach na Gaeilge (*ex-officio, co-chair*)
- Up to five student translators selected based on written competency assessed by Oifigeach na Gaeilge with guidance from a staff member of the Department of Irish and Celtic Studies and/or the Irish Language Office.
 - One of the student translators will be elected as co-chair of Rannóg an Aistriúcháin at its first meeting of the Academic Year which is to be held no later than October 15th of each academic year.
 - This co-chair student translator will be in charge of ensuring that each task is taken by a student translator.

- One of the student translators will be elected as secretary

Selection

- Part of the application process to Rannóg an Aistriúcháin will consist of completing a translation task. The five highest scoring students based on this task in the application period at the beginning of each academic year will be selected.
- If less than five students apply and Oifigeach na Gaeilge alongside the aforementioned staff guidance decide that a student's written ability is not up to the standard needed to translate documents, said student will not be selected for Rannóg an Aistriúcháin.
- If a student translator decides to leave Rannóg an Aistriúcháin, a new application process will be opened to fill the gap.
- Applicants will be notified no later than five business days after submitting their application whether they have been selected.

Terms of Reference

- It shall be called Rannóg an Aistriúcháin and not by any English name.
- Applications will open in August and will be advertised on the Union's Social media and in the first weekly email of the year. The goal should be to have a full team of student translators as soon as possible in order to take the translation burden off of Oifigeach na Gaeilge.
- The members selected for Rannóg an Aistriúcháin will work with the department until a new Rannóg Aistriúcháin is selected at the beginning of the following school year.
- Student translators will be paid € .05 per word for each translation completed.
- Payments will be made via payroll and payment requests from student translators will be made through Oifigeach na Gaeilge and the Administrative Officer with proof of documents translated.

- The members of Rannóg an Aistriúcháin will share the email address aistriuchan@tcdsu.org and when a student translator is assigned a translation, they will label the email in which the document was received with a Gmail label of their name to clearly mark that they are translating it and that others should not. This will avoid multiple translators translating the same document.

Duties

- Work with Oifigeach na Gaeilge and all Union Officers to ensure all Union content is provided in the Irish language.
- Provide translation from Irish to English when requested.
- To provide translations in a timely manner in accordance with guidelines laid out in Schedule 11.
- To advise Oifigeach na Gaeilge on translation timelines in Schedule 11.
- If a student feels they cannot meet the deadline for a translation after accepting a task, they will inform the other members in Rannóg an Aistriúcháin immediately in order to ensure that someone else can finish it.
- If a student translator misses more than two deadlines without negotiating with the Officer who needs it or notifying other members of Rannóg an Aistriúcháin to have someone else finish it, that student can be dismissed by Oifigeach na Gaeilge.

Meetings

- Rannóg an Aistriúcháin will meet once every three weeks to discuss translation operations
- These meetings will be held in Irish.
- Performance, standard of translation and deadlines will be discussed at each meeting.
- All student translators are expected to attend meetings
- If a student misses three of these meetings without giving their apologies, they will be deemed dismissed from Rannóg an Aistriúcháin

Review

Rannóg an Aistriúcháin shall review its own performance, and Terms of Reference at the last meeting of each Academic Year. It shall then report its findings and any recommendations to the last meeting of Union Forum of the academic year.

Expires 30/6/2027

Diversity in STEM Organising Committee

Purpose

The TCDSU Diversity in STEM campaign shall promote diversity inclusion of gender identity, sexual orientation, race, ethnicity and any other qualities as decided by the Organising Committee.

Membership

1. Membership shall consist of:

a) Chair

- i. The committee shall submit a nomination for Chair, selected at their discretion, to the last ordinary meeting of Council of the academic year.
- ii. The nomination shall be submitted via the STEM Convenor and Deputy STEM Convenor raising a motion to appoint the nominated person as Chairperson for a term of one year.
- iii. Where the committee does not submit a nomination, or where the motion to appoint fails, the Chair shall be selected by application

b) Secretary

- i. The committee shall submit a nomination for Secretary, selected at their discretion, to the last ordinary meeting of Council of the academic year.
- ii. The nomination shall be submitted via the STEM Convenor and Deputy STEM Convenor raising a motion to appoint the nominated person as Secretary for a term of one year.
- iii. Where the committee does not submit a nomination, or where the motion to appoint fails, the Secretary shall be selected by application.

c) Four ordinary members, selected by application

d) Gender Equality Representative, selected by application

e) Ethnic Minorities Representative, selected by application

f) Lesbian, Gay, Bisexual and Trans Rights Representative, selected by application

- g) Students with Disabilities Representative, selected by application
- h) Access Representative, selected by application
- i) Post Grad Representative, selected by application;
- j) Deputy STEM Convenor (*ex officio; non-voting*)
- k) A Sabbatical Officer (*in attendance*)

For members iv–viii, applicants must self-identify as members of these groups.

2. The format of the application shall be decided by the STEM Convenor, Deputy STEM Convenor, Chair and Secretary.
3. Applications will be anonymously assessed by:
 - a) Chair
 - b) Gender Equality Officer
 - c) Ethnic Minorities Officer
 - d) Lesbian, Gay, Bisexual and Trans Rights Officer
 - e) Officer for Students with Disabilities.
 - f) Access Officer
4. If the applications are not reviewed within three weeks of being sent for review, the Chair will be solely responsible for electing members to the committee for any remaining positions yet to be filled.

Accountability

1. Approved minutes shall be submitted to the STEM Faculty Assembly by the Deputy STEM Convenor for discussion.
2. Approved minutes shall be submitted to Council by the STEM Convenor for noting.
3. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
4. Items, if any, of concern to Union Forum will be returned to the Organising Committee as Matters Arising.

5. The Chair of the Committee shall be available to report orally to the Union Forum on key aspects of the proceedings of the Committee as required.

Meetings

1. Meetings shall be arranged on an ad-hoc basis
2. There shall be a minimum of two meetings per teaching term
3. The chair may invite other persons to attend meetings for specific agenda items.

Review

The Committee shall, on or before January 31st 2027, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Expires 30/6/2027

Engagement Working Group

The membership of the Engagement Working Group shall consist of:

1. Engagement Officer (*Chair; ex-officio*)
2. Education Officer (*ex-officio*)
3. Communications & Marketing Officer (*ex-officio*)
4. Chair of Council (*ex-officio*)
5. Secretary to Council (*ex-officio*)
6. Two representatives of Union Forum, selected by anonymous application, to serve from selection until the end of the current sabbatical officer term.
7. Five ordinary members, selected by anonymous application, to serve from selection until the end of the current sabbatical officer term.

The duties of the Engagement Working Group shall be:

1. To explore the issues of engagement within the Union, and in doing so, collect data, invite testimonies and produce recommended reforms.
2. To assist the Engagement Officer in conducting outreach to members of the Union and student-led campaign groups, particularly with respect to ensuring these mandates are carried out most effectively.

The meetings of the Engagement Working Group shall:

1. occur on an ad hoc basis.
2. follow the format of:
 - Approval of Minutes;
 - Matters Arising;
 - Submissions from Committee Members;
 - Any Other Business.
3. include other members invited by the Chair for specific meetings or agenda points, such that it has the approval of the Committee.

To hold the Engagement Working Group accountable, the following measures will be required:

1. To produce a report to Council once per term with recommendations and suggestions for improving engagement within the Union and the running of Council.
2. To submit all approved minutes to Council as an Item for Noting.

Expires 30/6/2027

Volunteering Forum Terms of Reference

Membership

1. Volunteer Coordinator (*Chair; ex-officio*)
2. Ents Charity Liaison Officer (*ex-officio, elected at the Ents AGM*)
3. Ents Officer (*ex-officio*)

The following members, elected by application at the end of Hilary Term, to serve a term that lasts one year, until the end of Hilary Term the following year:

1. Secretary
2. Public Relations Officer
3. Society Liaison Officer
4. Oifigeach na Gaeilge

The format of the application shall be decided by the Volunteer Coordinator. Applications will be assessed by the Volunteer Coordinator, in consultation with the Ents Charity Liaison Officer.

The following members, elected at first Comhairle of each academic year, to serve a term that lasts until the end of the academic year:

1. Five ordinary members

Duties

1. The Volunteering Forum will be responsible for organising and overseeing Union events in relation to fundraising/charities.
2. The Volunteering Forum will collaborate with relevant student groups, societies, and external partners to maximise the impact of the student union's campaign.
3. The Volunteering Forum will collaborate with Trinity Ents to run events including but not limited to Charity Ball, and Raise and Give Week
4. The Charity Liaison Officer will report to the Trinity Ents Committee where applicable, and provide updates on progress and outcomes.

Meetings

1. The committee will meet no less than once a month during term-time.
2. The Secretary will minute all meetings.
3. In the absence of the Secretary, a temporary secretary may be appointed by the chair.
4. The Secretary must submit all approved minutes to Comhairle.

Expires 30/6/2028

Sexual Violence Taskforce

Background

The purpose of this taskforce is to monitor campaigns/actions that revolve around Sexual Violence

Responsibilities of the Sexual Violence Taskforce

1. To advise and assist the President and the Welfare officers in setting a strategy
2. To meet on an ad hoc basis to discuss plans and the current legislation
3. To consult with the head of the Dignity, Respect and Consent branch of Trinity when needed
4. To consult with the Dublin Rape Crisis Centre for expertise/trainings
5. To inform Union Forum on decisions based around campaigns surrounding Sexual Violence whenever actions are to take place
6. To send minutes of every meeting to Union Forum and to Comhairle

Sexual Violence Taskforce Membership

1. President (*ex-officio*)
2. Welfare and Equality Officer (*ex-officio*)
3. Entertainments Officer (*ex-officio*)
4. Gender Equality Officer (*ex-officio*)
5. LGBT+ Rights Officer (*ex-officio*)
6. 5 Ordinary Committee Members (*Chosen on an application basis)

*Applications to be an Ordinary Committee Member will be made anonymous by the Communication Officer and Chosen by the President and Welfare & Equality Officer

1. Applications will be anonymously assessed by the Comms Officer (whomever administered the application process)

- a) Any information believed to be identified by the Comms Officer (whomever administered the application process) shall be censored before assessment.

Accountability

1. Approved minutes shall be submitted to Comhairle by the President
2. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
3. Items of concern (if there are any) to Union Forum will be returned to the Organising Committee as Matters Arising.

Review

The Committee shall, on or before January 31st of each year, review its own performance and its terms of reference and shall report its conclusions and recommendations for the foreseeable year.

Contraception and Abortion Access Working Group

Membership

Membership of the Contraception and Abortion Access Working Group shall consist of:

1. The Welfare Officer (*ex-officio, secretary*)
2. The Gender Equality Officer (*ex-officio, provisional chair*)
3. The President (*ex-officio*)
4. Other interested members of Union Forum (*ex-officio*) upon expression of interest to one of the above

The following members, chosen by anonymized application process by the current Welfare and Equality Officer at the beginning of Michaelmas Term, to serve a term that lasts until the end of Trinity Term in that same academic year:

1. 4 Ordinary Committee Members

Terms of Reference

1. The duties of the Contraception and Abortion Access Working Group shall be to:
 - a) Research access issues to abortion and contraception
 - b) Research pre-existing alternative funds that allow for application on medical grounds, that would allow for contraception and abortion related funding requests.
 - c) Ensure any alternative funds suggested allow application from Non-EU fee paying students, or are explicitly marked as not applicable for Non-EU international students
 - d) Gauge, through means of a survey or an appropriate alternative deemed by the group, the number of students presently not holding a PPS number in Trinity
 - e) Research and enquire regarding potential funding options, both within and outside the college, for setting up a Contraception and Abortion Welfare Fund

f) Investigate a potential anonymisation method and partner for this fund

2. Duties regarding the outcomes of this research

a) This Working Group will submit the results of their research in a report to Comhairle and Union Forum

b) Based on these results:

i. a campaign for national/college funding for services will be developed in Union Forum

and/or

ii. a Contraception and Abortion Welfare Fund will be established

3. Meetings of the Contraception and Abortion Access Working Group:

a) Meetings of the Working Group shall take place at least twice a semester

b) The agenda of meetings shall include the following:

i. Approval of Minutes

ii. Matters Arising from the minutes

iii. Research Allocations

iv. Research Results

v. Discussion Items and Proposals

vi. Any Other Business

Review

The Committee shall, on or before February 17th 2027, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Expires 30/6/2028