



Trinity College Dublin Students Union

SCHEDULE 9

Terms of Reference of Committees of
Council

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Document Managed by
Education Officer

Introduction

Council has 3 Standing Committees - Education, Welfare & Equality and Communications & Marketing. Along with these, Council 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 Council are contained in this document.

Communications & Marketing Committee

Membership

1. Membership of the Communications & Marketing Committee shall consist of:

Communications & Marketing Officer (*Chair, ex-officio*)

Ents Committee Photography & Video Officer (*ex-officio*)

Ents Committee Public Relations Officer (*ex-officio*)

JCR Publications Officer (*ex-officio*)

JCR Communications Officer (*ex-officio*)

Sponsorship Officer

Photography & Videography Officer

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 Officer:

- i. The Photography & Videography Officer 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 officer 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 2021, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Education Committee

Membership

1. Membership shall consist of:

Education Officer (*Chair, ex-officio*)

Faculty Convenors (*ex-officio*)

Programme Convenors:

BESS (*ex-officio*)

TR060 (*ex-officio*)

Student Representative on the Undergraduate Studies Committee (*ex-officio*)

Joint Courses Convenor (*ex-officio*)

Joint Honours Convenor (*ex-officio*)

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:

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

Three Ordinary Members

2. 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 2022, 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 Committee

Membership

- Welfare Officer (Chair, ex-officio)
- Education Officer (Secretary, ex-officio)
- President (ex-officio)

Terms of Reference

1. Meetings:

- a) The Welfare Committee will meet on an ad-hoc basis to discuss issues relating to student welfare.

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)
- 9 Ordinary Committee Members

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 where possible.

3. Appointment of the Ordinary Members:

- a) Any member of the Union may apply to be an ordinary member.
- b) The format of the application will be decided by the Irish Language Officer.
- c) Applications will be assessed by the Irish Language Officer.

Review

The Committee shall, on or before January 31st 2021, 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 30/6/2023

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)
- 9 nGnáthbhaill

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) Stiúrfar na cruinnithe trí Ghaeilge nuair is féidir

3. Ainmniúchán na nGnáthbhall:

- a) Is féidir le baill an Aontais chur isteach le bheith mar ghnáthbhall an choiste.
- b) Beartóidh an t-Oifigeach Gaeilge leagan amach na n-iarratas.
- c) Déanfaidh an t-Oifigeach Gaeilge scrúdú ar na hiarratais.

Athbhreithniú

Déanfaidh an coiste athbhreithniú ar a fheidhmíocht agus na téarmaí tagartha roimh nó ar 31 Eanáir 2021. Tuairsiceofar conclúidí agus moltaí an choiste do fhóram an Aontais.

Constitutional Review Working Group

Purpose

In 2014, students voted to renounce the old constitution and schedules and replace it with the constitution that has been used, amendments notwithstanding, since then. The 2014 constitution was broadly similar to the constitution enacted by a similar referendum in 2009, which replaced the document enacted in 2007, which replaced the same written in 1994. While TCDSU does not make habit nor commitment to review its constitution on any regular schedule, Goal 3.A of the 2019-2023 Strategic Plan is to *"Review the SU's Constitution and structures to ensure proper distribution of*

responsibilities and alignment with the SU's resourcing model." AY 20/21 marks the halfway point of the strategic plan, but significant work has not begun on realising this specific goal.

The Constitutional Review Working Group will produce a review of the current constitution, and should it see fit, will propose a new constitution to be voted on alongside the 2021 sabbatical elections. They shall conduct their work with full transparency, regularly reporting to all stakeholders and inviting contribution from all students.

Membership

1. Membership shall consist of:

- a) President (*ex officio*; Chair)
- b) Secretary to Council (*ex officio*; Secretary)
- c) Education Officer (*ex officio*)
- d) Chair of Council (*ex officio*)
- e) Three ordinary members, selected by application.
- f) Three ordinary members, elected by council.
- g) One ordinary member, selected by the Chair.

2. In attendance shall be:

- a) The Administrative Officer of the Union.
- b) The remainder of the sabbatical officer board.

3. The format of the application shall be decided by the President and Education Officer.

4. Applications will be anonymously assessed by the President and Education Officer.

- a) To maintain anonymity, the Secretary to Council will administer the application process.

- b) Any information believed to be identifying by the Secretary to Council shall be censored before assessment.

Accountability

1. Approved minutes shall be submitted to Council by the President as a discussion item.
 - a) The President, or their nominee, shall give a verbal report to accompany the minutes.
2. Draft minutes shall be circulated to the Union Forum for noting.
 - a) The President, or their nominee, shall give a verbal report to accompany the minutes.
3. Items of concern, if any, will be returned to the Review Group as Matters Arising.

Process of Review

Meetings

1. Meetings shall be arranged on an ad-hoc basis
2. The President may invite any member or employee of the union to participate in a specific agenda item.

Testimony

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

Deliverables

The Committee shall, on or before July 1st 2021:

1. Produce a written review of the current constitution to be submitted to the Union Forum and Council.
2. Should they deem it necessary, produce a new constitution to be considered by Union Forum.

Any and all deliverables shall be published in the Weekly Email immediately after the Union Forum has met to discuss them.

Expires 30/6/2023

Welfare & Equality Committee TOR

Membership

Standing Members:

Welfare & Equality Officer (*ex officio; Chair*)

JCR Welfare Officer

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

Secretary

Public Relations Officer

Volunteer Coordinator

Research Officer

Off-Campus Officer

Society Liaison Officer

Accessibility Liaison Officer

Trinity Access Program Representative

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

First Year Representative

3 Ordinary Committee Members

The following Members, in an ex-officio capacity:

Gender Equality Officer

Officer for Students with Disabilities

LGBT Rights Officer

Ethnic Minorities Officer

In attendance shall be:

The Communications & Marketing Officer

The GSU Vice-President

Meetings

1. Meetings shall be arranged on an ad-hoc basis and there shall be at least three meetings held during each Semester.
2. The Chair may invite other persons to attend meetings for specific agenda items. The Agenda shall contain the following:
 - a) Approval of minutes
 - b) Matters Arising
 - c) Submissions from Members
 - d) Any other business

Duties

General Duties

1. Assist the Welfare & Equality Officer in the planning and execution of welfare and equality campaigns.
2. Notify the Welfare & Equality Officer of any issues faced by students on problems related to their area of competency and to advise the Welfare & Equality Officer on how best to rectify these issues.

Duties of Members

1. The Secretary shall be responsible for the administration of the Committee, taking minutes at meetings, circulating all information to the Committee, and contacting relevant members of College for information.
2. The Public Relations Officer (PRO) shall be responsible for the creation of campaign themes and shall assist the Communications & Marketing Officer with the design and dissemination of promotional material for organised events.
3. The Volunteer Coordinator shall manage physical stands during campaign events and co-ordinate any campaign volunteers.
4. The Research Officer shall research previous and external campaigns, review the campaigns held during their term, and report to the Committee on their findings.
5. The Off-Campus Officer shall work with the Health Sciences Convenor and Off-Campus Part Time Officer to ensure the welfare and equality campaigns reach the College's off-campus locations.
6. The Society Liaison Officer shall contact relevant societies to participate in campaigns and events and shall be responsible for the management of society participation in these joint events.
7. The Accessibility Liaison Officer shall ensure that campaigns and events hosted by the committee are accessible to all attendees.
8. The Trinity Access Program (TAP) Representative shall work with the Access ad-hoc Part Time Officer to ensure that events cater to students in the Trinity Access Program and other students who entered college through non-traditional pathways.
9. The First Year Representative shall ensure that events and campaigns organised by the WEC cater to first year students and shall formulate strategy on how best to engage with first year students.
10. The Ordinary Committee Members shall help to formulate campaign ideas and generally assist the other members in the fulfilment of their duties

Accountability

1. Approved minutes of all meetings shall be submitted to Council by the Welfare & Equality Officer as an Item for Noting.
2. Draft minutes of all meetings shall be submitted to Union Forum for noting.
 - a) Any items of concern arising from these draft minutes at Union Forum shall be returned to the WEC as Matters Arising.
3. The WEC shall, on or before January 31st, 2022, review its own performance and these Terms of Reference and shall report its conclusions and recommendations to Union Forum.

Expires 30/6/2023

TJH Committee

Membership

1. **Membership of the TJH Committee shall consist of:**

Joint Honours Convenor (*Chair, ex-officio*)

Secretary

Erasmus Liaison Officer

Capstone Representative

Three Ordinary Committee Members

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. Committee Members shall be elected at first Council of 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.

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 2021, 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 30/6/2023

Entertainments Committee

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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

1. Membership shall consist of:

- a) The Executive:
 - i. Entertainments Officer (Chair, ex-officio)
 - ii. Secretary
 - iii. Treasurer
 - iv. Public Relations Officer (PRO)
- b) Six Junior Officers:
 - i. Technical Officer
 - ii. Equality Outreach Officer
 - iii. Live Music Officer
 - iv. Photography Video Officer
 - v. Charity Liaisons Officer
 - vi. Art Installations Officer
- c) Two Ordinary Committee Members
- d) The Entertainments Officer of the JCR Committee (ex-officio)
- e) Communications Marketing Officer (ex-officio, non-voting)
- f) Two Junior Fresh Ents Reps (non-voting)
- g) Two Senior Fresh Ents Reps (non-voting)
- h) Two Sophister Ents Reps (non-voting)

2. Members shall be elected as per section 3, except for the Public Relations Officer and Technical Officer, 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 Junior Fresh Ents Reps, who shall be elected at the first ordinary General Meeting of the academic year.
2. Bye-Elections may take place, if required, at Extraordinary General Meetings

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 Fresh year of study.
4. A nomination must be seconded by one member of the union
5. Each position 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. 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

Equality Outreach Officer

1. Oversee matters of Equality, Diversity, Inclusion and general Accessibility.
2. Liaise with the SU Officer for Students with Disabilities to maintain a list of Accessible venues for Ents Events
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

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 Liaisons 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.

Art Installations Officer

1. Oversee, manage and publicise Art Installation applications for Trinity Ball.
2. Manage and arrange all props for large scale creative events.
3. Coordinate the theme of Trinity Ball with the Chair.

Entertainments Officer of the JCR Committee

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

Junior Fresh Ents Rep

1. Represent and promote Trinity Ents among their year.

Review

The Committee shall, on or before January 31st 2022, review its own performance and this terms of reference and shall report its conclusions and recommendations for the committee going forward to Union Forum.

Expires 30/6/2023

International Committee

Purpose

The duties of the International Committee shall be to:

Discuss and improve on Union policy regarding international students.

Highlight any issues that international students may be facing.

Promote and support SU campaigns relating to international students

Support representation of International Students within the SU.

Membership

1. Membership shall consist of:

a) International Students' Officer (*ex officio*; Chair)

b) Secretary

c) JCR International Officer *ex-officio*

d) Erasmus Officer, selected by application

e) Eight ordinary members, 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 2022, 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 30/6/2023

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.

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 do not submit a nomination, or where the motion to appoint fails, Council shall elect the Chairperson for a term of one year.
 - b) 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 do not submit a nomination, or where the motion to appoint fails, Council shall elect the Secretary for a term of one year.
- c) Citizenship Officer (*ex officio*)
- d) Four ordinary members, selected by application
- e) The format of the application shall be decided by the Committee.
- f) Applications will be anonymously assessed by the Committee
- g) 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.
- h) 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, if any, of concern to Union Forum will be returned to the Organising Committee as Matters Arising.
4. 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.
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 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 2022, 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 30/6/2023

Working Student Accommodations WG

Purpose

The Working Student Accommodations Working Group shall advocate for the introduction of measures such as 'working student status' for students working over a certain number of hours which could be considered when applying for extensions or exemptions from mandatory events.

Duties

1. Devise a plan for the implementation of working student accommodations in college
2. Work to address logistical issues, set backs and areas of controversy
3. Consult with schools to identify appropriateness of measures in each discipline and to identify & address any problems identified
4. Work with schools to implement measures and strive towards the creation of one cohesive college-wide policy.

Membership

1. Membership shall consist of:
 - a) Chairperson, to be elected by council
 - b) Welfare & Equality Officer (*secretary, ex-officio*)

- c) President (*ex-officio*)
- d) Education Officer (*ex-officio*)
- e) Access Officer (*ex-officio*)
- f) Student-Parent Officer (*ex-officio*)
- g) Mature Student Officer (*ex-officio*)
- h) International Student Officer (*ex-officio*)
- i) Faculty Convenors (*ex-officio*)
- j) Three ordinary members, to be elected by council

Accountability

1. Approved minutes shall be submitted to the Education Committee by the Education Officer for discussion.
2. Approved minutes shall be submitted to Council by the Education Officer for noting.
3. Items, if any, of concern to Education Committee will be returned to the Working Group as Matters Arising.
4. The Chair shall be available to report orally to the Education Committee on key aspects of the proceedings of the Working Group as required.

Meetings

1. Meetings of the Working Student Accommodations Working Group shall take place at least twice per semester.
2. The agenda of meetings shall include, at a minimum, the following:
 - a) Approval of Minutes
 - b) Matters Arising
 - c) Submissions from Committee Members for Discussion
 - d) Any Other Business

Review

The Working Group shall, on or before January 31st 2022, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to the Education Committee

Expires 30/6/2023

Campaigns Committee

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Membership

- President (Chair, ex-officio)
- Communications & Marketing Officer (Secretary, ex-officio)
- Citizenship Officer (ex-officio)
- JCR President (ex-officio)
- 5 Ordinary Committee Members
- First Year Representative

Terms of Reference

1. The duties of the Campaigns Committee shall be to:
 - a) Assist in the planning of campaigns relevant to the role of the President.
 - b) Work to ensure campaigns run by TCDSU are reflective of the will of the student body.
2. Meetings of the Campaigns Committee:
 - a) Meetings of the Campaigns 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

3. Appointment of the Members:

- a) Members, with the exception of the First Year Representative, shall be elected at the last Council of Hilary Semester.
- b) The First Year Representative shall be elected at the first Council of Michaelmas Semester.
- c) The president may invite any student to speak on any topic at their discretion.

Review

The Committee shall, on or before January 31st 2021, 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 30/6/2023

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) Deputy STEM Convenor *ex officio*; Chair
- b) STEM Convenor *ex officio*; Secretary non-voting
- 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) President *in attendance*
2. The format of the application shall be decided by the STEM Convenor and Deputy STEM Convenor.
3. Applications will be anonymously assessed by:
- a) The Deputy STEM Convenor
 - b) Gender Equality Officer
 - c) Ethnic Minorities Officer
 - d) Lesbian, Gay, Bisexual and Trans Rights Officer
 - e) Officer for Students with Disabilities.

Accountability

1. Approved minutes shall be submitted to the STEM Faculty Assembly by the Deputy STEM Convenor for discussion.
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.
4. 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 2022, 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 30/6/2023

Access Committee

Membership

1. Membership shall consist of:
 - a) Access Officer *ex officio*; Chair
 - b) Officer for Students with Disabilities *ex-officio*
 - c) Ethnic Minorities Officer *ex-officio*
 - d) Two ordinary members, selected by application
 - e) Representative from the TAP Foundation Course for Young Adults, selected by application
 - f) Representative from the TAP Foundation Course for Mature Students, selected by application
 - g) Two ordinary members, to be elected at the first council of each year
2. The position of Secretary shall rotate between the Officer for Students with Disabilities and Ethnic Minorities Officer on a rota set by the Chair.

3. The format of the application shall be decided by the Access Officer, in consultation with the President.
4. Applications will be anonymised by the Communications & Marketing Officer and assessed by the Access Officer.

Accountability

- a) Approved minutes shall be submitted to Council by the Secretary for noting.
- b) Draft minutes of the Committee shall be circulated to the Union Forum for noting.
- c) Items, if any, of concern to Union Forum will be returned to the Organising Committee as Matters Arising.

Meetings

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

Review

The Committee shall, on or before January 31st 2022, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.