

SCHEDULE 9 – TERMS OF REFERENCE OF COMMITTEES OF COUNCIL

9.1 STANDING COMMITTEES

Education Committee

Membership

- Education Officer (Chair)
- Faculty Convenors (3)
- Deputy Faculty Convenors (3)
- Programme Convenors(3)
- Student Representative on the Undergraduate Studies Committee
- Ordinary members of the Union (2)

Terms of Reference

The duties of the Education Committee shall be to:

- (a) Discuss Union policy on education and to develop and propose new policy relating to education to Council.
- (b) To assist the Campaigns Executive in the planning of campaigns relevant to the role of the Education Officer.
- (c) To advise the Education Officer of any issues faced by members on a faculty level, related to, but not limited to:
 - i. Quality of education
 - ii. Student services
 - iii. Library services
 - iv. Examinations
 - v. Assessmentand to propose solutions to these issues.
- (d) To develop Union strategy for academic issues, discussed or to be discussed on College committees, that members of the Education Committee are members of.

Meetings of the Education Committee.

- (a) Meetings to the Education Committee shall take place at least twice per teaching term.
- (b) The secretary to the Education Committee shall be elected from among the members of the Education Committee, excluding the Chair of the Education committee.
- (c) The agenda of the Education Committee shall be compiled by the Education Officer from submissions from the members of the Education Committee. The agenda shall include, but not be limited to:
 - i. Minutes
 - ii. Matters Arising
 - iii. Education Officer Update
 - iv. Any other business

Welfare Committee

Membership

- Welfare Officer (Chair)
- Communications Officer
- Ordinary Members of the Union (7)
- JCR Welfare Officer
- GSU Vice-President of the GSU

- (a) The 5 Ordinary members shall be elected at the end of the Hilary Term.
(b) Two members being elected at the start of Michaelmas term.

Terms of Reference

The duties of the Welfare Committee shall be to:

- (e) Assist the in the planning of campaigns relevant to the role of the Welfare Officer.
- (f) Advise the Welfare Officer of any issues faced by members on problems related to the brief of the Welfare Officer, that are causing difficulty to students and to propose solutions to these issues.

Meetings of the Welfare Committee.

- (d) Shall take place at least once per teaching term.
- (e) The secretary to the Welfare Committee shall be the Member of the Welfare Committee.
- (f) The agenda of the Welfare Committee shall be compiled by the Welfare Officer and may include submissions from the members of the Welfare Committee.

Communications Committee

Membership

Ex Officio

- Communications Officer (Chair)
- Technical Officer

Ordinary Members

- Two members of the Union elected by Council
- Two members of the Union appointed by the Campaigns Executive

Terms of Reference

- (a) The Committee shall review and report on communications aspects of a matter referred to it by a standing or ad hoc committee of the Union.
- (b) Questions may be asked any member of the Committee to any member of the Committee.
- (c) The Committee may make a report on aspects of communication policy.
- (d) The Committee shall review these terms of reference and the Communications Officer should report to Council on such a review at the fourth Council of this year.

9.2 AD HOC COMMITTEES

DU RAG Committee

Membership

- Ents Officer (Chair)
- President
- Secretary [appointed by Admin Exec]
- Events Coordinator [appointed by Admin Exec]
- Treasurer [appointed by Admin Exec]
- Administrative Officer

Terms of Reference

1. The committee shall be known as the D.U. RAG Committee.
2. The committee shall be made up of the Students' Union Entertainments Officer, the Students' Union President, An Events Coordinator, Treasurer, Secretary, and the Students' Union Administrative Officer.
3. The committee shall coordinate events during Trinity's annual RAG Week and a number of other charitable events throughout the year.
4. The positions of Events Coordinator, Treasurer and Secretary shall be proposed to the Administrative Executive by the Entertainment Officers and the President and shall take office upon being ratified by the Administrative Executive.

5. The Entertainments Officer will be responsible for the overall coordination of the committee and will have the casting vote in the case of a split vote.
 6. The Secretary shall deal with all correspondence with associates involved in D.U. RAG, liaising with societies in order to get them involved in events and keep record of all meetings and decisions made
 7. The Treasurer shall be responsible for the management of committee funds, along with the Students' Union Administrative Officer, neither of whom will be voting members, however they may reserve the right to withhold funds.
 8. The Events Officer, Secretary and Treasurer will be responsible for setting up a sub-committee of students to help in the running of events. This sub-committee shall not be limited in size and shall have duties as laid out by the committee
 9. The committee shall decide the benefactors of their events
 10. The Secretary of the committee shall present a report to the first council of trinity term which discusses events run, the financial affairs of the committee and future recommendations for the committee.
 11. The Administrative Executive may remove any member from the committee through a simple majority vote.
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