

Bye-Law 11: Sub-Committees of the Trustee Board

- 11.1 The Trustee Board shall have two sub-committees defined within these Bye-Laws. They shall be:
 - 11.1.1 The Appointments & Human Resources Committee;
 - 11.1.2 The Finance Committee;
 - 11.1.3 The Management Committee
- 11.2 **The Appointments & Human Resources Committee:**
 - 11.2.1 Shall meet at least once quarterly.
 - 11.2.2 Shall consist of: the Chair of Trustees or another Full-Time Officer nominated from their number; one External Trustee nominated annually by the Trustee Board; either one Officer Trustee or one Student Trustee nominated annually by the Trustee Board; and two members elected from Union Council in the first semester of the academic year. The member of the Union's Senior Management Team responsible for HR shall attend in an advisory capacity. The Chief of Staff or other senior staff members may attend where the Committee sees fit.
 - 11.2.3 Shall be responsible for generating nominations for appointment to recommend to the Trustee Board for External Trustees, Non-Executive Directors of the Union's subsidiary companies, the Chief of Staff and any other post where an appointment is required as the Trustees see fit;
 - 11.2.4 Shall annually review and recommend to the Trustee Board a performance management structure for the Chief of Staff, and the Chair shall be responsible for communicating the Trustee Board's appraisal of the Chief of Staff to the Chief of Staff;
 - 11.2.5 Shall be responsible for reviewing and acting upon any staffing issues as the Management Committee see fit to delegate.
 - 11.2.6 Shall receive the annual review regarding staff from the Equality, Diversity, and Inclusion Committee and its recommendations as required by Bye-Law 8: Equal Opportunities Regulations and will evaluate the review and its recommendations and make consequent recommendations to the Trustee Board;
 - 11.2.7 Shall have any other ad hoc responsibilities and powers delegated by the Trustees.

- 11.2.8 The Chair shall be responsible for reporting on any business of the Committee to the Trustee Board.

11.3

The Finance Committee:

- 11.3.1 Shall meet at least once quarterly.
- 11.3.2 Shall consist of: the Chair of Trustees or another Full-Time Officer nominated from their number; one External Trustee nominated annually by the Trustee Board; either one Officer Trustee or one Student Trustee nominated annually by the Trustee Board; and two members elected from Union Council in the first semester of the academic year. The Head of Finance shall attend in an advisory capacity. Other senior staff members may attend where the Committee sees fit.
- 11.3.3 Shall be responsible for reviewing the financial performance of the Union in terms of the Budget and the Annual Accounts.
- 11.3.4 Shall refer any commercial issue to the Board of Directors of the Union's relevant subsidiary companies.
- 11.3.5 Shall have any other ad hoc responsibilities and powers delegated by the Trustees.
- 11.3.5 The Chair shall be responsible for reporting on any business of the Committee to Trustee Board.

- 11.4 These Committees shall meet in accordance with the Constitution and the Bye-Laws with the exception that quorum shall be two members provided one of those members is an External Trustee.

- 11.5 These Committees may delegate responsibility to the Chief of Staff where they see fit. Such delegation must be made in writing or recorded in minutes of meetings.

Management Committee

- 11.8 Management Committee shall consist of the Full-Time Student Officers as voting members, in accordance with Bye-Law 4: Student Officer Job Descriptions, and the Chief of Staff as a non-voting member, and shall meet at least once every fortnight.
- 11.9 The Management Committee shall have the following responsibility:
 - 11.9.1 to make any necessary decisions on the day to day administration of the financial and general affairs of the Union;

- 11.9.2 to approve expenditure beyond the approved budget and report this expenditure to the Trustee Board;
- 11.9.3 to conduct any other responsibility delegated to the Management Committee by the Trustees.
- 11.9.4 Responsibility delegated to the Management Committee by the Trustees must be submitted to the Chair of Management Committee annually in writing and must detail both the responsibilities and powers to be delegated. The Chief of Staff must report on matters associated with these powers and responsibilities to the Trustee Board.

11.10 The Management Committee shall approve the Budget in accordance with the Articles of Association and these Bye-Laws.

Sub-Committee of Management Committee: Graduate Centre Management Group

- 11.11 There shall be a Graduate Centre Management Group which shall consist of: the Postgraduate Education Officer; The Campaigns & Democracy Officer; 2 lay members nominated from the Postgraduate Committee; the member of the Trustee Board elected by the Graduate Assembly; the Mature Students Officer and one member of Graduate Centre student staff elected by their peers.
- 11.12 The Graduate Centre Management Committee shall be responsible for the day to day management of the Graduate Centre.
- 11.13 The Graduate Centre Management Group is a sub-committee of Management Committee, and as such will report regularly to Management Committee as to its activities and progress.