

UNIVERSITY OF ST ANDREWS STUDENTS' ASSOCIATION BOARD
GOVERNANCE, NOMINATIONS, AND STAFFING COMMITTEE - TERMS OF REFERENCE

1. Membership

The members of the Committee shall be:

- 1.1. Director of Wellbeing (*ex officio*)
- 1.2. Director of Events and Services (*ex officio*)
- 1.3. One other student trustee appointed by Board
- 1.4. Two non-student trustees appointed by Board

Others shall attend as non-voting members by invitation only. These shall include the Association President, the Association Chair and the Chair of Board.

2. Chair

- 2.1. The Chair of the committee shall be the Director of Wellbeing.
- 2.2. The Chair of the Committee shall be responsible to SAB for ensuring that the Committee meets at required intervals (at least once per semester), functions appropriately, and reports to SAB.
- 2.3. The Chair of the Committee should regularly meet with the Chair of SAB to keep apprised of matters relating to the Committee's remit.

3. Remit of the Committee

Governance and Nominations

The Committee shall:

- 3.1. Continually review the governance of the Association, in particular the effectiveness of SAB, and produce an annual report to SAB with results and recommendations as appropriate.
- 3.2. Review the register of trustees' interests and ensure this is available to be consulted by members of the Association.
- 3.3. Ensure that all trustees are qualified and receive adequate training in their role.
- 3.4. Maintain a skills analysis of current trustees, identifying skills and knowledge of trustees already on SAB and identifying skills gaps amongst trustees.
- 3.5. Oversee the recruitment of new lay trustees, identify suitable characteristics for new lay trustees, put in place procedures to advertise

vacancies that arise and recommend the appointment of new trustees to SAB.

- 3.6. Receive a report on the annual student elections and comment on any governance issues that may arise.
- 3.7. Receive the strategic and operational plans of the Association and comment on any governance issues that may arise.

Staffing

The Committee shall:

- 3.8. Monitor and report on human resources and employment issues within the Association.
- 3.9. Act to ensure legal compliance and promote good practice in human resources issues throughout the Association.
- 3.10. Take steps to ensure proper planning and deployment of human resources within the Association, identifying the need for new staffing or for redeployment of staffing resources, and making appropriate recommendations to Board. As part of this process, consider new and revised job descriptions for staff roles and make recommendations concerning these to Board.
- 3.11. Ensure that the Association has appropriate policies and procedures in place in respect of staffing matters, including but not limited to procedures for staff discipline, grievances and complaints, performance management, protected disclosures, salary review, and others. Ensure these policies are reviewed on a regular basis and make appropriate recommendations to Board.
- 3.12. Review management information on staffing matters including staff surveys, equal opportunities audits etc. and make recommendations to SAB based on these reviews.

4. Meetings

- 4.1. At the end of each academic year, the Chair of the Committee shall circulate a schedule of regular Committee meetings for the forthcoming academic year.
- 4.2. The Committee shall additionally meet as required to complete its proposed annual work programme.
- 4.3. The quorum necessary for the transaction of business shall be three members

5. Authority of the Committee

The Committee shall have the authority to:

- 5.1. Seek any information it requires from any trustee, officer, or employee of the Association in order to perform its duties.
- 5.2. Require the production of any record and document of the Association.
- 5.3. Obtain outside legal or other professional advice on any matter within its terms of reference.
- 5.4. Report findings and recommendations to SAB.