



Board of Trustees Schedule

SBT1 Student Trustee Recruitment

SBT1.1 The recruitment and appointment of Student trustees shall be overseen by the Board of Trustees, or their delegated person or committee.

SBT1.2 Student trustees shall commence their role on the date advertised at the time of their recruitment.

SBT2 External Trustee Recruitment

SBT2.1 The recruitment and appointment of External trustees shall be overseen by the Board of Trustees, or their delegated person or committee.

SBT2.02 External trustees shall commence their role on the date advertised at the time of their recruitment.

SBT3 Committees of the Board of Trustees

SBT3.1 The Trustees shall establish the following committees (list not exhaustive) in accordance with their power:

- **Appointments and Remuneration Committee**

Management of the recruitment and selection of Trustees and to set the remuneration of Officer Trustees, Elected Officers and the Chief Executive Officer.

- **Finance and Commercial Development Committee**

Oversight of the management and review of the Association's financial affairs, policies and procedures. Review and approval of the development of commercial activities of the Association, ensuring that financial risk is managed and value for money is prioritised. Review and oversight of the external auditing of the Association's accounts and Financial Statements, recommending the Trustee Board to approve.

- **Compliance, Governance and Risk Committee**

Oversight and review of the legal compliance duties, effective auditing (except financial) and review of the organisation, management and oversight of the risks and governance, including corporate, charity and student governance of the Association.

SBT3.2 The Board of Trustees may also set up additional committees, working groups and task and finish groups under their powers outlined in the articles.

SBT3.3 Any committee, working group or task and finish group that reports directly to the Board shall be chaired by a member of the Board of Trustees and membership must include:

- At least one (1) External Trustee
- At least one (1) Cross-campus Officer Trustee

SBT3.4 Committees of the Board shall have a terms of reference approved by the Board and reviewed annually.

SBT3.5 Committees of the Board may form working groups to support the effective completion of its duties. Working Groups shall have a terms of reference approved by its reporting committee.

SBT4 Organisational Policies

SBT4.1 The Board of Trustees shall establish, review, amend and approve organisational policies related to the operational matters of the Association. These shall include (list not exhaustive):

- Health and Safety Policy
- Employment Policy
- Equality, Diversity and Inclusion Policy
- Reserves Policy



SBT4.2 These policies are proposed by staff and/or committees of the Board of Trustees with staff responsible for the execution of such policies.

SBT4.3 There shall be democratic governance structures in which all Students can participate. These structures shall consist of the following powers:

- Review and approval of positional policy, campaigns, ideas and shared values in accordance with the Democratic Process.
- Allocation of participatory funds in accordance with the Articles of Association and schedules.
- Accountability of the Cross-Campus and Local Officers of the Students' Association.

SBT5 Subsidiaries

SBT5.1 Pursuant to the Articles, the Board can set up subsidiaries whereby it has at least a 50% share. Governance of any subsidiary is the overall responsibility of its board of directors. The Board of Trustees relationship with a subsidiary shall be outlined in a shareholder agreement.

SBT6 Minutes

SBT6.1 The minutes of Board of Trustees meetings shall be published on the Students' Association's website once approved. This excludes closed session minutes.