

### Honorary Senior Treasurer

The appointment of the Union Honorary Senior Treasurer shall be determined by the Trustee Board on the advice of the Executive Committee and approved by the Rector or his or her nominee and he or she shall:

1. Act as a payment authority for the main Union bank accounts and be empowered to act on behalf of the other Honorary Senior Treasurers in their absence,
2. Ensure, on behalf of the College, that the Union Financial regulations are observed,
3. Be a Permanent Observer of the Trustee Board, Council and Executive Committee,
4. Ensure that all books and financial records pertaining to the Union are submitted to the Clerk to the College Council within 45 days of the end of the financial year,
5. Be responsible for ensuring that any anomaly or discrepancy in the financial management of the Union is reported to the Deputy President (Finance and Services). If no satisfactory outcome results, the matter shall be reported to the President, and, if appropriate, to the College Internal Audit section and the Rector.
6. Exercise office for a maximum of five years.

### College Secretary & Head of Finance

### College Audit Committee & College Council

Quarterly Management Accounts

End-of-year audited accounts

#### Membership

4x Lay Trustees (one as Chair)  
Union Court Chair  
Union President  
Union Council Chair  
4x Student Trustees

#### Permanent Observers

Operations Manager  
Deputy Presidents  
Honorary Senior Treasurer

### Union Trustee Board

Meets every quarter

#### Duties

1. The Trustee Board shall be the sovereign and governing body of the Union and shall exercise all the powers of the Union, subject to the provisions of the Constitution and Regulations.
2. The Trustee Board shall further the aims and objects of the Union with the assistance of the Council.
3. The Trustees shall act where possible in consultation with the Council.
4. The Trustee Board shall be responsible in particular for:
  1. The Union's long term objectives and strategy,
  2. The Union's operating and capital expenditure budgets and any significant changes in them,
  3. Strategic oversight of the Union's operations (both voluntary and commercial), including competent management, sound planning, adequate systems of internal control, adequate accounting, risk management and compliance with statutory and regulatory procedures,
  4. Personnel, particularly strategic re-organisations,
  5. Health and safety,
  6. Investment or borrowing of Union funds,
  7. Reviewing performance in light of the Union's strategic direction.
5. The Trustee Board shall:
  1. Approve the Union's Annual Report and accounts,
  2. Approve any significant change in accounting practices,
  3. Approve any major capital project and contract which is significant strategically or by its size,
  4. Approve the remuneration of the Sabbatical Officers and Union Operations Manager, and
  5. Receive an update on Health and Safety related incidents concerning the Union at every meeting.

Quarterly Management Accounts & End-of-year audited accounts

#### Membership

President and Deputy Presidents  
Faculty Union and GSA Presidents  
Two Representatives from RWB and CSB

#### Permanent Observers

Operations Manager  
Honorary Senior Treasurer

### Union Executive Committee

Meets every month

#### Duties

1. The Executive Committee shall be the paramount executive body and is responsible for the overseeing the general day to day management of the Union and co-ordinating the Union's affairs.
2. The Executive Committee shall act only in furtherance of Union policy.
3. The Sabbatical Officers shall report to the Executive Committee those matters relating to their office and the Executive Committee's remit.
4. The Executive Committee shall:
  - a. Advance the aims and objects of the Union,
  - b. Comply with and implement Union policy,
  - c. Set operational policy when authorised by and in support of a particular Union policy,
  - d. Oversee the day-to-day running of the Union and the co-ordination of its activities,
  - e. Establish principles for the fair allocation of the resources available to the Union, after consultation with the Council,
  - f. Allocate financial resources,
  - g. Monitor financial performance against budget,
  - h. Receive the audited annual accounts of the Union and report their findings to the Trustee Board and, for information, the Council,
  - i. Monitor the performance of the trading outlets, services and retail facilities of the Union, and
  - j. Receive a report in respect of any incident affecting Health and Safety at the Union each ordinary meeting.

Monthly Management Accounts & End-of-year audited accounts

### Union Finance Team