

Imperial College Union Governance Steering Group

Terms of Reference

Membership and Structure:

The Governance Steering Group will have the following core membership:

- Union President (Chair)
- One Deputy President
- Governance Committee Representatives
- 5 Council Members (including 2 Constituent Union Presidents)

Admin Support staff will schedule and minute the meetings. Additional members may be co-opted as required.

This group must report back to Union Council and Governance Subcommittee on its progress.

This group may form working groups with specific remits as appropriate. New members may be recruited for these working groups however the groups must be chaired by an Officer Trustee. These groups must report back both to the Steering Group and Union Council.

Frequency of Meetings

Fortnightly

Aims & Objectives

The committee shall have the following responsibilities:

- To define and articulate the need for a governance review
- To define and make public the scope, aims and timeline of the review
- To develop and agree a consultation strategy
- To consult stakeholders including: current members, lifetime members, College and external resources as it sees fit
- To delegate actions to working groups and Officers as it sees fit
- To draft a new Constitution & Bye-Laws
- To draft a set of recommendations to improve the democracy of Imperial College Union

Actions Timeline

Action	Deadline
Publicise the scope, aims and timeline of the review	30 th November 2017
Develop and agree consultation strategy	30 th November 2017
Consult stakeholders (as above)	14 th January 2018
Submit preliminary recommendations for Leadership Elections 2018	19 th January 2018
Discuss recommendations and Constitution & Bye-Laws at Board of Trustees	1 st February 2018
Finalise recommendations and Constitution & Bye-Laws at Governance Committee	13 th March 2018
Submit recommendations and new Constitution & Bye-Laws to Union Council	20 th March 2018
Present recommendations at Board of Trustees Away Day	4 th April 2018
Submit Constitution & Bye-Laws to Board of Trustees	Via e-mail vote?
Submit Constitution & Bye-Laws to College Council	18 th May 2018

Status, Interpretation and Amendment of these Terms of Reference

Authority and responsibility is devolved to this group via Governance Committee, and therefore via the Board of Trustees, with the support of Union Council.