

## **Governance Committee Terms of Reference**

### **Membership**

The committee shall be appointed in accordance with the Constitution, by the Board of Trustees and shall contain up to six members, including one External Trustee and one Student Trustee or the Council Chair.

The President and Head of Student Voice & Communications are ordinarily expected to attend and report to meetings of the committee.

### **Purpose**

The Governance Committee has delegated responsibility, on behalf of the Board of Trustees, for ensuring the effective governance of Imperial College Union.

Specifically, it has responsibility for ensuring that the Union's governing documents are appropriate, that its democratic processes are free and fair, and that its disciplinary processes are adequate.

### **Remit**

1. To review the Constitution & Bye-laws regularly to ensure they are compliant with regulatory requirements and are examples of best practice
2. To oversee the delivery of the annual election cycle, including the appointment of a Returning Officer and by receiving election reports
3. To agree the nomination and selection process for external trustees and the Chair of the Board with the Appointments & Remunerations Committee
4. To ensure our disciplinary processes are examples of best practice and are aligned with the College's disciplinary policies and procedures
5. To support and advise on the good governance and delivery of democratic decision-making processes such as Union Council
6. Other decisions as delegated by the Board of Trustees

### **Annual Work Plan**

#### ***September***

Appoint Returning Officer and agree outline Autumn Elections plan  
Discuss and agree outcomes of Governance Review

#### ***November***

Monitor progress of Governance Review  
Discuss disciplinary procedures

#### ***January***

Monitor progress of Governance Review  
Agree outline March Elections plan

#### ***March***

Discuss March Elections  
Monitor progress of Governance Review  
Agree outline Summer Elections plan

***End of AY2017/18***

Receive March Elections review

Complete Governance Review including collaboration with College Council