

## **Byelaw I: Subcommittees of the Board**

### **1. Establishment**

The Board of Trustees have established Subcommittees, under clause 10 of the Constitution. These Subcommittees are established under the following principles:

- i. The quorum for all subcommittees will be half of the voting members.
- ii. The quorum must have at least one Officer Trustee and one external Trustee.
- iii. All subcommittees will sit in good time before full meetings of the Board and will submit their minutes to the Board.
- iv. The Chief Executive will nominate a staff member to act as Secretary to each subcommittee.
- v. The Board will review all subcommittees every two years.
- vi. The subcommittees established under this By-Law are not definitive. The Board has the power to establish further subcommittees.

### **2. Finance, Staffing and Risk Committee**

The Finance, Staffing and Risk Committee has power to:

#### *Finance powers and duties*

- i. Agree and review the budgeting, reserves and investment policies.
- ii. Recommend the annual budget for approval by the full Board.
- iii. Receive and scrutinise management accounts.
- iv. Undertake detailed scrutiny of significant expenditure proposals, within the Scheme of Delegation, approve proposals, and monitor their implementation.

#### *Staffing powers and duties*

- i. Approve human resource policies, including the overall terms and conditions of employment for staff.
- ii. Approve the organisational pay award structure and ensure the fair administration of incremental awards.
- iii. Receive the results of staff engagement activity, agree action and oversee success.
- iv. Approve any substantive variation in senior staffing structure, and receive reports on variation in the wider staffing structure.

#### *Risk powers and duties*

- i. Undertake review of high risk projects, for report to the full Board.
- ii. Agree and execute the process of appointing financial auditors, for approval by the full Board.
- iii. Monitor progress against the annual audit findings.
- iv. Receive and monitor an annual statement of legal compliance.

#### *Membership*

- i. President (Chair).
- ii. One other Officer Trustee.
- iii. Two external Trustees.
- iv. One student Trustee.
- v. Chief Executive.
- vi. One other member of senior staff, appointed by the Chief Executive.

### **3. Appointments and Remuneration Committee**

The Appointments and Remuneration Committee has power to:

- i. Search for, recruit and appoint the Chief Executive and external Trustees, subject to approval by the full Board.
- ii. Review the remuneration of, and terms and conditions of employment for, the Officer Trustees and the Chief Executive.
- iii. Undertake the annual appraisal and performance management process for the Chief Executive, for report to the full Board.

The Appointments and Remuneration Committee will act with regard to the general pay, terms and conditions of employment, and recruitment practices established by the Finance, Staffing and Risk Committee.

#### *Membership*

- i. President
- ii. The Vice Chair of the Board, an external Trustee (Chair)
- iii. One student Trustee.

#### 4. Management Committee

The Management Committee has power to:

- i. Consider tactical issues which are timely or sensitive, and important to the leaders of RHSU, to identify opportunities and solutions for advancing the Objects and strategy of RHSU.
- ii. Consider and approve detailed guidance for the good management of RHSU.
- iii. Discuss the development of the RHSU budgets, strategic plan, operational plans and specific objectives, monitor progress against the budget, plans and objectives, and propose action to the Board.
- iv. Receive, consider and propose action arising from the management accounts.
- v. Consider other matters referred to it by the policy making process, Steering Committee, or Board and its Committees.

#### *Membership*

- i. The Officer Trustees
- ii. The Chief Executive (Chair).
- iii. Senior staff, appointed by the Chief Executive.

#### 5. Student Groups Grants Committee

The Student Groups Grants Committee has the power to:

- i. Consider and publish an appropriate policy framework for the distribution of a student group funding
- ii. Allocate funding to ratified student groups, in line with a budget set down by the Board
- iii. Delegate funding decisions to other individuals where required, and under principles agreed by the Committee

#### *Membership*

- i. Vice President (Societies & Media)
- ii. Vice President (Sport)
- iii. Chair of Student Opportunities Council (or alternate body)
- iv. Another student elected from Student Opportunities Council
- v. Two members of staff of the students' union, appointed by the Chief Executive

## 6. Steering Committee

The Steering Committee is a joint subcommittee of the Board and All Student Meeting, and has the power to

- i. Set the agenda for the All Student Meeting.
- ii. Ensure that decisions are taken by the appropriate body, including considering issues of legal risk and reputation.
- iii. Defines how Councils work in the wider decision-making process of RHSU.

### *Membership*

- i. Two Officer Trustees, to be elected by the Officer Trustees, one of whom will be Chair.
- ii. One ordinary member Trustee.
- iii. One ordinary member to be elected from the membership of each Council.

The Chief Executive will act as Secretary to the Committee.