

## TERMS OF REFERENCE

### MS3 – Volunteering and Social Enterprise Committee

The purpose of the Volunteering and Social Enterprise Committee meeting will be to: -

1. Ensure that all student led Volunteering and Social Enterprise projects have a representation within the Students' Union democratic process.
2. Communicate their decision to students, ensuring the group is seen to be transparent and democratic in all of its decision-making.
3. To discuss matters relating to Volunteering and Social Enterprise projects, ensuring that the SU administers and supports these projects in a fair and efficient way. **The Volunteering and Social Enterprise Committee: -**
4. Will consist of the following voting members:
  - 4.1. Elected Student Chair
  - 4.2. Elected Student Vice-Chair
  - 4.3. Elected Student Secretary
  - 4.4. Project Leaders (or a nominated deputy)
  - 4.5. Vice President (Engagement and Participation)
5. The following staff are invited to support the committee in a non-voting, advisory capacity.
  - 5.1. Member Development Manager
  - 5.2. Student Voice Coordinator (Representation)
  - 5.3. Anybody else that the chair deems appropriate to that meeting
6. Will be and shall be chaired by the Student Chair, and in his/her absence by the student ViceChair.
7. Student Chair, Vice-Chair and Secretary are to be elected from the Project leaders.
8. Will meet at least five times annually.
9. Is accountable to the Student Council and must provide reports for every meeting.

### Regular Business

10. To discuss the development of current and future projects within the Students' Union:
11. To review and vote on annual reports given by each projects.
12. To produce recommendations to Student Council
13. To approve new projects.

### Annual Business

14. Voting for the next year's committee members
15. Collate and submit annual report to Student Council.

### Members of the Volunteering and Social Enterprise Committee will: -

16. Prepare for each meeting fully, being active and be able to contribute to the discussion.

**Notes**

17. Agenda will be sent around no less than 72 hours in advance of the meeting. It is the responsibility of the relevant committee members to submit discussion topic to the chair in advance of this deadline.
18. Minutes will be distributed no later than 48 hours following the meeting.