

BYE LAWS C

TERMS OF REFERENCE AND MEMBERSHIP OF EXECUTIVE COMMITTEE SUB COMMITTEES

All Executive Sub-Committees shall:

1. Be formed at the request of either the Executive Committee or Board of Trustees;
2. Meet on a monthly basis unless otherwise stated within their terms of reference;
3. Provide Minutes and reports to the Executive Committee for ratification; and
4. Give at least five working days' notice to members of the meeting and the agenda within two working days.

The Trustees Appointments Panel

1. The Trustees Appointments Panel shall oversee the recruitment of appropriate External Trustees and Student Trustees to the NSU Board of Trustees.
2. The Panel shall convene as required by the Board of Trustees, the Executive Committee and Student Forums..
3. The Panel shall recommend External Trustees and Student Trustees for ratification at Student Forums and The Board of Trustees.
4. The General Manager or nominee shall provide administrative support for the Panel.
5. The voting membership of the Trustees Appointments Panel shall be:

Voting Members:

The President (Chair)

A Student Trustee

A member of the Executive Committee

Method of Election:

Ex-Officio

Nominated by the Board of Trustees

Nominated by the Executive Committee

The Recruitment and Selections Committee

1. The Recruitment and Selections Committee shall oversee the recruitment of staff within the Students' Union.
2. The Committee shall convene as required by the Board of Trustees.
3. The membership of the Recruitment and Selections Committee shall be:

Voting Members:

Method of Election:

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|--|--------------------------------------|
| The NSU General Manager (Chair) | Co-Option |
| The President (or Vice-President in their absence) | Ex-Officio |
| A member of the Executive Committee | Nominated by the Executive Committee |
| A member of University Staff | Nominated by the General Manager |

The Finance Committee

1. The Finance Committee shall observe the Finances of the Union.
2. The Panel shall convene as required by the Board of Trustees.
3. The membership of the Finance Committee shall be:

Voting Members:

Method of Election:

| | |
|--------------------------------------|--------------------------------------|
| The President (Chair) | Ex-Officio |
| The NSU General Manager | Co-Option |
| 2 members of the Executive Committee | Nominated by the Executive Committee |

4. The quorum of the Finance Committee shall be three members.
5. The Finance Committee shall prepare an annual budget for the Students' Union.

6. The Committee shall monitor and update the Executive Committee on Union Income and Expenditure and highlight variances to the monthly and/or annual budget.
7. The Committee shall recommend adjustments to individual budget areas when required, to reflect the changing needs of the Union.
8. The Committee shall ensure all financial procedures are in place.
9. The Committee receive and approve accounts before forwarding to Executive Committees, Trustees and other relevant bodies.