

## **Leadership Team Terms of Reference – updated March 2016**

### **Objective**

To ensure the implementation of the democratic process, passed actions & policies; to ensure that the current and potential influential opportunities within the University are maximised consistently; to oversee the undertaking of the Unions strategic aims as agreed by the Board of Trustees; through the oversight, scrutiny and review of the related activity of the organisation – taking appropriate action as required.

*Definition from Mem & Arts: The Leadership Team's responsibility shall not include the duties of the Trustees as set out in Article 41 but shall include representation and campaigning work and the implementation of Policy save in so far as these responsibilities have not been delegated to another committee.*

### **Remit**

1. To consider the actions and resolves of the Union's democratic bodies & forums ensuring their implementation in Union processes as required.
2. To consider the upcoming University meetings and/or projects that the Union can and should be collaborating with – taking action to maximise opportunities
3. To consider reports from the Sabbatical Officer Team as to the progress of the Union against its representational, democratic and campaigning plans – suggesting action and support as required
4. To consider reports from the Senior Management Team as to the progress of the Union against its strategic objectives – directing action and support as required
5. To receive exception reports regarding financial, risk, reputational and staff management

### **Responsibility and Authority**

The group has the objectives shown above, acting within the remit shown above. The group is responsible to The Board of Trustees.

### **Reporting Line**

The Board of Trustees

### **Membership**

Unless the Trustees determine otherwise, the Leadership Team shall include as voting members:

- the Officer Trustees; and
- up to four senior managers of the Union
  
- the Central Administration Coordinator shall act as clerk

### **Quoracy**

50% plus one – to include at least three Officer Trustees and at least two voting staff members

*Decisions taken at an inquorate meeting must be approved either by a quorate email consensus recorded by the minute taker **or** at the next quorate meeting before they are implemented.*

**Regularity of meetings** – Fortnightly