



## University of St Andrews Students' Association

Effective July 1<sup>st</sup> 2024

### Change Committee Terms of Reference

#### Organisational Purpose

The Change Committee (CC) is a specialised subcommittee established by the Board of Trustees of St Andrews Students' Association (StASA). Its primary purpose is to oversee the Change Programme, led by a Change Director; selected by this committee. The committee is no longer a decision-making body and therefore voting powers are not defined within these terms.

#### Responsibilities:

- recruit, and maintain the Change Director/Team
- provide feedback on plans and progress reports presented by the Change Team in line with objectives of the Change Programme
- provide the priorities of the Change Programme
- endorse and promote the Change Plan(s) across the institution(s)
- monitor and provide input on key risks and issues impacting the Change Programme
- promoting collaborative working across the Change Programme
- monitor the work completed by the Change Team ensuring it lies within the overall motives and priorities of the Change Programme
- approve and when appropriate compose all communications relating to the Change Programme- internally and externally
- manage and ensure accountability of the Change Director
- raise matters to the attention of the SA Board, as required
- provide updates to the SA Board at Board meetings
- monitor the expenditure of the Change Programme and ensure the Programme remains within budget

#### Membership

##### **Core Membership**

Lay Trustee (Chair of Change Committee)

President of Students' Association (Vice-Chair of the Change Committee)

1 x Trustee

Core membership will regularly meet with the Change Director to monitor progress of the Change Programme.

### ***Extended Membership***

Director of Education

Director of Wellbeing & Equality

Director of Student Development & Activities

Director of Events & Services

AU President

Nominee of the Student Representative Council

Relevant members of the Senior Management Team, *as required*

The extended membership will attend meetings as appropriate, such as to hear significant updates and progress reports.

*Membership will be reviewed by the Core Membership, as required*

### **Meetings**

The core membership will meet with the Change Director once a month. Any core member of the committee can call an extraordinary meeting of the Change Committee. Minutes should be taken in each meeting.

Note: This group will cease to exist at an appropriate time, upon agreement of the Committee & SA Board.