The Appointments Committee
Principles and Process of Appointment

The Appointments Committee is a group of six students delegated by the Association Board of Trustees to consider applications and make decisions online about Central Committee Representatives, Central Disciplinary Committee volunteers, and some membership categories of the Open University Students Association Senate Reference Group. Occasionally the Appointments Committee will make decisions about other groups of representatives. The Appointments Committee receives annual training, and are supported by a team of staff as stated within the Associations Byelaws.

All sensitive information is restricted from applications before consideration by the Appointments Committee (for example details of a disability or ethnicity). Unsuccessful applications are not stored by the Students Association once the decision has been communicated. Successful applications will be stored for the duration of the role (up to two years) and some personal information including full name(s), Personal Identifier numbers, and accessibility related information if stated will be shared with relevant Association and OU staff as is required for by the role.

Once appointed in the role, it is up to the Central Committee Representatives to choose whether or not they wish to share their contact details with the wider team, as volunteers will be given forum access where they can liaise and network with other Representatives.
Principles of Appointment

- When appointing two or more Representatives to a University Committee (including Central Disciplinary Committee) it should be the aim of the Appointments Committee to place a new Representative with a more experienced one.

- If a representative has previously been removed from a committee they will not normally be considered for appointment. Removal will be in accordance with:
  - The Students Association Volunteer Policy
  - The Students Association Disciplinary Policy
  - Committee terms
  - or at the request of the Committee Chair or University for breach of University Regulations.

- Although priority will be given to non-Central Executive Committee members, applications from Student Trustees or Members of the Central Executive Committee are considered in the same manner as those from other applicants. Long serving Central Committee Representatives are not appointed in preference to other representatives.

- For continuing representative applicants, the Appointments Committee will take into account their previous year’s performance record in terms of the number of meetings attended, standard of reports received, participation in the online Central Committee Representative forums and notification of reasons for nonattendance.

- The Appointments Committee will take into account any declaration of interest and will include:
  - applications from a member of the Appointments Committee or the immediate family or partner of a member being considered,
  - current or past Open University employees
  - Current or past Student Association employees
  - And any other cases deemed appropriate

Members of the Appointments Committee that declare a conflict of interest will not take part in the shortlisting process,
Process of Appointment

- Appointments are either for a year or two years (the student’s choice) and are made in line with the Open University governance cycle from the 1 August – 31 July.
- Appointments to a Faculty Committee or Board of Studies will only be given to students that study within the faculty or area. Please note, this does not include Association Honorary Life Members.
- Applicants will be considered continuing Reps if it has been less than one year since they were last a Central Committee Representative at the time of application.
- Under normal circumstances, volunteers will serve no more than four consecutive years on any one committee.
- Should the Appointments Committee decide not to appoint, the reason for non-appointment must be agreed upon by the Appointments Committee and communicated to the applicant.
- Applicants will be required to undertake training that is relevant and useful to their role.
- Central Committee Reps are invited to attend either a briefing or de-briefing with an Association member of staff, either remotely or face to face.
- All Representatives will have their attendance and reports recorded.