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 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 bylaws.

All personal information is removed from new applications before consideration by the Appointments Committee, unless the applicant is a returning representative. Unsuccessful applications are not stored 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 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 representatives to a University 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.
- 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 takes into account their previous year's performance record in terms of the number of meetings attended, quality 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 is being considered,
  - current or past Open University employees
  - Current or past Student Association employees
  - And any other cases deemed appropriate
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 apprentices or Association Honorary Life Members.
- Where a rep is appointed to the Central Disciplinary Committee for the first time, a request will be made to the Open University to ensure that they attend sessions with an experienced rep and in person.
- 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 Central Committee Representatives 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.
- New applicants will be required to undertake training.
- 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.