

## **Open SU**

### **Appointments Committee**

### **Terms of Reference**

#### **Purpose**

The Appointments Committee is a sub-committee of the Open SU Board of Trustees. It has delegated authority to scrutinise the application process in relation to the following roles:

- Student Representatives (including Student Senate Reference Group members)
- Central Disciplinary Committee Volunteers
- Non-ex-officio Student Members of Senate
- Non-ex-officio members of the Appointments Committee
- The non-ex-officio member of the OU Student Shop Working Group.

It may also consider appointments to other volunteer roles at Open SU, if requested by the Board of Trustees. All appointments must be made in accordance with the Terms of Reference of the group or committee they are being appointed to.

#### **Membership**

##### **Voting Members**

The Appointments Committee will ordinarily consist of four members. These are:

- The Student Leadership Team member with Student Representatives included in their remit.
- A member of the Board of Trustees – elected by the Trustees
- A member of the Student Leadership Team – elected by the Student Leadership Team
- One Student Representative with a minimum of one year's experience as a Student Representative (Student Representatives will be made aware of this opportunity and can choose to apply. The Student Representative member will be approved by the Board of Trustees following a recommendation from a relevant recruitment panel.)

##### **Other Members**

Additionally, the President receives the same training as other members of the Appointments Committee, to allow them to act as a designated alternate for all members of Appointments Committee, when necessary. The Committee Secretary

Approved by the Board of Trustees: November 2025

Next Review due: October 2026

(non-voting) is the Head of Student Voice, with the Student Voice team supporting the Committee on a day-to-day basis.

Membership of the Appointments Committee will cease at the end of the term in their main role, or if they step down from their main role. The Board of Trustees will have the final decision on the membership of the Appointments Committee.

### Chair

The Student Leadership Team member with Student Representatives included in their remit will ordinarily chair the Appointments Committee. If due to a vacancy in the role, or any other reason meaning that they cannot fill the role of chair, the President will usually chair Appointments Committee. If neither can chair, then the Appointments Committee may choose a temporary chair from their membership. Where a vote may be necessary, the Chair has the casting vote in the event of a tie.

### Quoracy

Three voting members of Appointments Committee will constitute quorum. Where a voting member is not available to take part in a decision, a designated alternate may temporarily become a voting member to ensure the Appointments Committee is quorate. If the Appointments Committee is unable to be quorate, the Board of Trustees will be informed of any recommendations and asked to ratify any decision. The Board of Trustees will also be informed when the Chair has been required to use their casting vote to break a tie.

## Mode of Operation

### Discussions and Decisions

The Appointments Committee will have access to a private, online space in which to have asynchronous discussions. During a recruitment activity, the Appointments Committee will scrutinise the decisions of the Student Voice team, ensuring that the Student Voice team have abided by the agreed Terms of Reference and Principles of Appointment.

This scrutiny will be achieved by reviewing at least 15% (or 5 applications, whichever is greater) of all applications received, selected at random. In addition to this, all applications deemed not eligible for appointment by the Student Voice team will be reviewed by the Appointments Committee. In addition to this, the final appointments will be reviewed as a collective to ensure that the Principles of Appointment have been followed. For clarity, this scrutiny is not to disagree on an individual decision, but on whether the correct processes have been followed.

Where necessary, a meeting may be called to make final decisions. This will usually be an online meeting and will be organised by the Student Voice team in coordination with the Chair and Committee Secretary.

All decisions will be recorded in the online space and will be included in the report to the Board of Trustees. A record of decisions made will be kept for a minimum of six months.

### Conflict of Interests

A member of the Appointments Committee must declare any potential conflict of interest to the Chair and Committee Secretary at the soonest opportunity.

Examples of when a conflict of interest might arise includes, but is not limited to:

- Where a member of the Appointments Committee is applying for a role related to the discussion.
- Where a personal relationship exists between the member of Appointments Committee and an applicant for a role.
- Where there has been a previous grievance between the member of Appointments Committee and the applicant.

Any declared conflicts of interest will be noted and shared with the Board of Trustees.

### Reporting

The Chair, in conjunction with the Committee Secretary and with support of the Student Voice team, will be responsible for submitting a report every quarter to the Board of Trustees. This report will contain a summary of the decisions made in the last quarter; the activities of the Appointments Committee in the last quarter; and any declared conflicts of interest.

The Board of Trustees can, at any time, request up-to-date versions of any Role Descriptions. The Appointments Committee may make amendments to the Role Descriptions of the roles within its' remit to keep them updated and accurate. These will be recorded in the quarterly report.

The Chair may be invited to answer questions from the Board of Trustees, at their request.

## Role Descriptions

The Board of Trustees retain overall oversight of all role descriptions covered by the Appointments Committee. The Student Voice team, in collaboration with the Appointments Committee, are responsible for updating the role descriptions and will include any updates in the next quarterly report to the Board of Trustees.

The Board of Trustees can request up-to-date role descriptions at any time and can direct them to be amended.

## Support

The Student Voice team will be responsible for supporting the work of the Appointments Committee. This will include:

- Reviewing all applications and making decisions in accordance with the agreed Principles of Appointment and appropriate Terms of References.
- The administrative functions of the committee.
- Checking applications for eligibility and declarations.
- Ongoing support of the appointed representatives.
- Reporting to the Appointments Committee any resignations.

## Duties of the Appointments Committee

### Training

Members of the Appointments Committee will be required to undertake any training or induction required to fulfil the role. Training will be organised through Student Voice team and will be appropriate to the role.

### Appointment and Training of Student Voice Volunteers

Where necessary, the Appointments Committee may be involved in the design and delivery of aspects relating to the appointment, training and induction of appointments within its' remit.

### Equitable Treatment

The Appointments Committee will consider all factors it deems necessary to ensure that candidates are treated equitably. This will include, but is not limited to:

- The Principles and Processes of Appointments.
- The Volunteer Policy.
- The Role Description.

- The Terms of Reference for the committee or group the appointment is being made to.
- Training and known best practice for volunteer management and recruitment.

In all its actions, the Appointments Committee will be required to uphold the Open SU Values and Behaviours.

### Confidentiality

During its work, the Appointments Committee will have access to confidential information. The Appointments Committee are required to ensure that all personal data, and any specific details of an application, are kept confidential.

The decision to anonymise applications is made by the Head of Student Voice, in consultation with the Chair of the Appointments Committee to ensure that the process is fair and equitable and will be administered by the Student Voice team prior to being presented to the Appointments Committee. It is acknowledged that there are occasions where prior knowledge of the applicants is beneficial to the decision-making process. Therefore, decisions on anonymisation will be taken by carefully reviewing all relevant information, with fairness being the key consideration. Members of the Appointments Committee are not permitted to discuss applications directly with applicants. All conversations relating to an individual's application are to be co-ordinated through the Student Voice team.

### Terms of Reference Amendments

Following approval, these Terms of Reference can only be amended by the Board of Trustees.