

Overview

1. Establishment of Committee

The UNE Life Student Advisory Committee is established as an advisory committee of UNE Life Pty Ltd (UNE Life), to provide advice to UNE Life on matters relating to its stakeholders.

The Committee promotes engagement between UNE Life and the University community. The Committee aims to provide voice to UNE Life key stakeholders, therefore enabling UNE Life to make informed decisions regarding the delivery of services and facilities.

UNE Life is a controlled entity of the University of New England. UNE Life provides strategic and operational management across a number of businesses that provide services to students, staff and the wider Armidale community. UNE Life exists to enhance on-campus life at the University of New England by providing services; maintaining facilities; and hosting programs and activities for students, staff and the wider community.

Committee Membership

2. Membership

The members of the Committee will be:

- One student sporting representative selected on merit from submitted expressions of interest from the UNE student sporting community.
- One international student representative selected on merit from submitted expressions of interest from the UNE student community
- One student representative nominated by the UNE Indigenous Student Association
- One student representative for Off-Campus students, selected from submitted expressions of interest of the UNE student community
- Three student representatives from the UNE Colleges in the areas of Academic support, Pastoral care and Junior Common Room Committees – It is preferred that appointed student representatives reside at different UNE Colleges.
- UNE Life Board Student Representative or nominee

Where a member is selected from an expression of interest process, that selection is conducted by Official Attendees, in consultation with other University officers as appropriate.

Where a member of the Committee is an officer of the University or other organisation, they may nominate a representative to attend on their behalf. Otherwise, a member of the Committee may not nominate a representative to attend on their behalf.

3. Chair

The chairperson (Chair) of the Committee will be the Student Representative from the UNE Life Board. The Chair will act as the Stakeholder Representative on the UNE Life Board. In their absence, the CEO of UNE Life will fulfil this role. Future Student Representative directors are sourced from the Committee as far as practicable.

4. In attendance

Official Attendees

- (a) CEO of UNE Life
- (b) Manager, Student Engagement and Communication (UNE Life)
- (c) Sport & Operations Manager (UNE Life)
- (d) Clubs and Student Experience Officer (UNE Life)

Other

- (e) Any other person invited by the Chair to provide additional expertise as necessary

Official attendees hold voting rights within the Committee at the invitation of the Chair.

5. Term of office

The term of each member (except-efficio members) will be one year from the date of appointment, subject to removal or re-appointment by the UNE Life Board.

6. Gender representative objectives

The objectives will be to ensure, so far as practicable, that the membership of the Committee has gender balance.

Terms of Reference

7. Functions

- a. The Committee will function as an advisory body to UNE Life on matters affecting the stakeholders of UNE Life, being the students, staff and other members of the University community, and the customers of UNE Life generally. The Committee will make recommendations and submissions to the UNE Life Board on behalf of UNE Life stakeholders.
- b. To carry out functions delegated by the UNE Student Services and Amenities Fee Committee, in particular, to coordinate the equitable disbursement of SSAF for UNE Clubs & Societies. The Committee will meet to review, discuss and allocate SSAF Clubs & Societies funding, in line with UNE Life club funding rounds, where the Clubs & Student Experience Officer has called for and compiled Club funding applications.

8. Delegation

The Committee provides advice only and has no delegated authority to take any decisions on behalf of UNE Life.

Conduct of Committee Business

9. Reporting

The Chair of the Committee will report to the UNE Life Board regularly on the business conducted by the Committee. Reports will normally include minutes of each meeting.

10. Meetings

The Committee will meet every three months or as otherwise required by the Chair and may use technology and "flying minutes" to attend to urgent matters. Committee members are expected to be available on reasonable notice, however should be given as much as is practicable in the circumstances of matters arising. Members who miss three consecutive

meetings without apology and reasonable excuse may be asked to stand down from the Committee membership.

11. Business papers

Committee business papers and explanatory documents accompanying them, will be distributed to Committee members as required and with as much notice as is practicable in the circumstances. Business papers must be treated confidentially by recipients. Any disclosure of business papers should be made via the Chair or Secretary.

12. Quorum

A quorum for a meeting is a majority of the current members of the Committee at a relevant time.

13. Use of technology

For its business papers, meetings and otherwise to conduct its business, the Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair.

14. Advice

The Committee may pass on advice which has been approved by a simple majority of the Committee members at the time the advice is made.

15. Secretary to Committee

A nominee of the Chair of UNE Life will act as secretary and provide administrative support to the Committee.