

## **Standing Committee of the Alumni Association**

### **at the University of Leicester**

#### **TERMS OF REFERENCE (CONCISE)**

##### **1. DUTIES OF THE STANDING COMMITTEE**

The Standing Committee has responsibility for the formulation of the Alumni Association's policies, and the management of its business. Members also take an active part in helping to arrange and host events. The Standing Committee reports to the University Council.

All Full Members of the Standing Committee are automatically eligible for a position on Court, and the Chair, or his or her nominee approved by the Standing Committee, a position on Council. Representation on Court and Council is a valuable means of involvement in the governance of the University. Alumni Association representatives are encouraged to play a full part in the affairs of these bodies and to keep them fully informed of Alumni Association developments and activities.

##### **2. MEMBERSHIP OF THE STANDING COMMITTEE**

###### **a) Membership of the Standing Committee**

- i) The Chair of the Alumni Association
- ii) Ten members
- iii) The immediate past Chair
- iv) Co-opted members (maximum of five to include a representative from the Governing body of the Students' Union)
- v) Additional persons may attend meetings as Guests of the Committee to decide if they would like to join as a full member. They will be marked as "in attendance" in the Minutes.

###### **b) Duration of Appointments**

- 1) Members under (i) and (ii) shall be appointed by the Annual General Meeting of the Alumni Association to serve for 3 years and shall be eligible for re-appointment.  
(The Standing Committee has adopted the convention of Council that elected members should normally retire after a maximum period of three consecutive terms of three years. Exceptions to this rule will require a specific resolution of the Standing Committee.)
- 2) The Chair of the Alumni Association shall be appointed at the Annual General Meeting of the Alumni Association on the recommendation of the Standing Committee. The three terms of three years will start anew from the commencement of the Chair's service.
- 3) Members appointed under (iv) shall be appointed annually by the Standing Committee and shall be eligible for re-appointment.
- 4) Categories (i), (ii) and (iii) are open to Full and Associate Membership of Alumni Association. Category (d) is open to Full and Associate Membership, and any other person whom the Standing Committee may decide upon.
- 5) Membership expires on 30 September of the relevant year.

- 6) Members shall serve for periods of 3 years. Membership may normally be renewed for a maximum continuous period of 9 years. Members shall be required to retire for at least one full year before being eligible for re-appointment.
- 7) In the interest of continuity, the Committee shall have the power to appoint the immediate past Chair to serve for a further period of one year.

**3. MEETINGS OF THE STANDING COMMITTEE**

It is a requirement of the Constitution that an Annual General Meeting (AGM) of the Association be held once per year. The AGM is traditionally held at the 'Summer Reunion' event, normally held in June. The Standing Committee will normally meet at least four times a year. Additional meetings may be called at the discretion of the Chair.

The quorum for Standing Committee meetings is five and 40 for the AGM.

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