

Victoria University of Wellington Students' Association
Te Ropu Taura o te Kura Wananga o te Upoko o te Ika a Maui Inc.



Executive Reporting Committee

Terms of Reference

1. Introduction

- 1.1. VUWSA is an open, transparent and responsible organisation that works to ensure the accountability of all Executive members.
- 1.2. This document outlines the purpose, roles and responsibilities, membership, meeting and reporting procedures for the Executive Reporting Committee.

2. Purpose

- 2.1. The Executive Reporting Committee is a committee of the VUWSA Executive. It receives authority from the VUWSA Executive over the acceptance of Work Reports and the granting of Executive remuneration. The Committee must ensure that it works with scrutiny at all times. The roles and responsibility of the Executive Reporting Committee are as follows:
 - 2.1.1. To set the Executive Reporting dates for the year;
 - 2.1.2. Accept, decline or defer Executive Work Reports for remuneration;
 - 2.1.3. To hear oral Work Reports;
 - 2.1.4. To keep note of hours worked by Executive members and raise to the Executive's attention Executive members who are consistently not fulfilling their required hours;
 - 2.1.5. To grant Executive remuneration;
 - 2.1.6. To submit to the Executive changes to reporting procedures and templates;
 - 2.1.7. The committee does not have the authority to accept reports other than Executive Work Reports;
 - 2.1.8. The committee does not have the authority to grant Executive bonuses.

3. Membership

- 3.1. The Committee shall comprise of:
 - 3.1.1. The President (Convenor)

3.1.2.The Treasurer

3.1.3.Two other Executive members, appointed by the VUWSA Executive

3.2. Other persons may be co-opted to the Committee as the VUWSA Executive sees fit

4. Meetings

- 4.1. Meetings shall be held fortnightly, on the Wednesday morning following the deadline for Executive Work Reports;
- 4.2. By the first week of February each year the Convenor shall supply the committee with a meeting timetable;
- 4.3. The quorum of the meeting shall be three members;
- 4.4. The Treasurer shall be Secretary of the committee and shall keep or keep cause to keep a minute book;
- 4.5. An agenda shall be provided to all committee members in a timely fashion before meetings;
- 4.6. Meeting minutes shall be kept on record and all decisions recorded.

5. Reporting

- 5.1. The Executive Reporting Committee shall provide a monthly report to the Executive. This report shall include information on the submission of Work Reports, remuneration paid, and Executive hours completed;
- 5.2. Executive Work Reports approved by the Executive Reporting Committee shall be presented to the VUWSA Executive for official acceptance;
- 5.3. Minutes of previous committee meetings yet to be accepted by the VUWSA Executive shall also be sent to the Executive for approval.

6. Approval Dates

Approved on: 25th January, 2012

This version takes effect from: 25th January, 2012

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