

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



**Policy Committee**  
**Terms of Reference**

**1. Introduction**

1.1 This document outlines the purpose, roles and responsibilities, membership, meeting and reporting procedure for the VUWSA Policy Committee.

**2. Purpose**

2.1 The Policy Committee is a committee of the VUWSA Executive. The committee receives authority from the Executive to create and review internal VUWSA policy. Creation of all external policy must be done in consultation with VUWSA members. The role and responsibilities of the committee are as follows:

- 2.1.1 To develop internal VUWSA policy through Executive delegation or where the committee deems appropriate;
- 2.1.2 To develop external VUWSA policy through robust and active consultation with VUWSA members;
- 2.1.3 To review, amend or repeal existing VUWSA policy;
- 2.1.4 To ensure that all policy is reviewed before their specific review dates;
- 2.1.5 To ensure that all policy creation and reviews include a robust and widely accessible consultation process;
- 2.1.6 The committee may submit Constitutional amendment recommendations to the Governance Council for consideration;

2.2 All changes and amendments to policy must be presented and accepted by the VUWSA Executive before becoming binding.

2.3 Where appropriate, VUWSA should take all necessary steps to ensure that an opportunity for robust student consultation has been provided in matters related to VUWSA policy.

### **3. Definitions**

For the purpose of this policy, unless otherwise states, the following definitions shall apply:

Internal Policy: Policy that affects the day to day running of VUWSA and may include policies that pertain to VUWSA members.

External Policy: Policy that extends outside the day to day running of VUWSA.

### **4. Membership**

4.1 The committee shall comprise of:

4.1.1 the President (Convenor)

4.1.2 the Treasurer

4.1.3 the Vice President (Academic)

4.2 The Association Manager shall be a non-voting member of the committee.

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

### **5. Meetings**

5.1 Meetings shall be held at least 6 times a year.

5.2 At the beginning of the year the Convenor shall supply the committee with a meeting timetable.

5.3 The quorum of the meeting shall be three members.

5.4 The Treasurer shall be Secretary of the Committee and shall keep or keep cause to keep a minute book.

5.5 An agenda shall be provided to all committee members at least 48 hours before every meeting.

5.6 Meeting minutes shall be kept and all decisions recorded.

### **6. Reporting Procedures**

6.1 The Policy Committee shall provide a monthly report to the Executive. This report shall include information on the business and activities of the Committee;

6.2 Minutes of previous committee meetings yet to be accepted by the VUWSA Executive shall also be sent to the Executive for approval.

## **7. Other**

7.1 VUWSA policy shall be made visible and accessible to all members via the VUWSA website.

## **8. Approval Dates**

Approved on: 25<sup>th</sup> January, 2012

This version takes effect from: 25<sup>th</sup> January, 2012

Drafted by: Bridie Hood, William Guzzo, Fiona Beals