UOW Pulse Student Advisory Committee (SAC)

TERMS OF REFERENCE

1 Purpose

1.1 In line with section 12.2 of the UOW Pulse constitution the Student Advisory Committee exists to advise the UOW Pulse Board on student engagement and feedback in reference to services, products and interactions between the Student Body and UOW Pulse Ltd.

2 Authority

2.1 To make recommendations to be considered by the UOW Pulse Board.

3 Composition

3.1 The Student Advisory committee will consist of:
   Up to two (2) UOW Pulse Board of Directors; the student elected Board member shall automatically be appointed to the SAC.
   Up to ten (10) appointed student representatives:
   - Three general student representatives
   - One Postgraduate
   - Two International
   - Two from UOW Student residences
   - Two sport or social club affiliated student members

4 Selection of Student Representatives

4.1 In 2017 Students Representatives will be selected by a special committee convened by UOW Pulse Board. In 2018 elections shall be held to fill a number of student representative positions.

4.2 Half of students will be appointed for a term of one (1) year. Half of students will be appointed for a term of two (2) years.

4.3 The nominations for the Student Advisory Committee will be accepted by Pulse Corporate Services for a period of four (4) weeks in February each year.

4.4 The nominations will be reviewed by the Pulse selection committee and students will be selected based on the terms of reference and their application meeting the selection criteria.
5 UOW Pulse Board of Directors Representative(s)

5.1 The Board of Director Members of the SAC will sit for the term in accordance with their service as a Board of Director or until they withdraw their membership of the SAC at which point a new Director will be appointed.

6 Meetings

6.1 The SAC will meet four at least (4) times per year in session.

6.2 The meetings will be chaired by the Student Board Member of UOW Pulse. An alternate chair may be appointed by the SAC for a meeting if (i) the student board member is unavailable or (ii) the student board member directs the SAC to do so.

6.3 Items will be accepted for the agenda up to and including seven (7) days before the meeting. UOW Pulse will be responsible for publishing the agenda and distributing to all members five at least (7) days prior to the meeting.

6.4 The quorum for SAC meetings is half the voting members (rounded downwards).

6.5 Draft minutes and recommendations of each meeting will be prepared and issued to the Chair of the SAC, the Chair of the Pulse Board and CEO of UOW Pulse as soon as possible after each meeting. They will then be circulated to all SAC Committee members.

6.6 The minutes and any Recommendations made by the SAC will be tabled at the next possible UOW Pulse board meeting.

6.7 A summary of minutes of the SAC are to be made accessible to members of the UOW campus community by being uploaded to the UOW Pulse website.

6.8 A staff member UOW Pulse will be in attendance to draft minutes.

6.9 Light refreshments shall be provided by UOW Pulse at SAC meetings.

7 Responsibilities of the Committee

7.1 To encourage student representatives to engage with one another, discuss common and group specific student issues, generate ideas, provide advice, and student feedback.

7.2 To provide constructive feedback on the delivery and development of services, products, programs and any other interactions UOW Pulse may have with student body.

7.3 To be accessible to receive feedback, comments and suggestions as a representative of the UOW student community and to communicate matters on their behalf at UOW Pulse SAC meetings.
7.4 To encourage student representatives to work in conjunction with Pulse business units to achieve common ends.

7.5 To participate in continual evaluation and improvement of the SAC.