

# ***Appointments Policy***

Category: Executive

Version 4

First ratified: July 2018

Last ratified: August 2024

Review date: September 2026

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## **1. Purpose**

- 1.1. To ensure quality representation of student and OUSA interests on internal and external committees, and Boards.

## **2. Committee Appointments**

- 2.1. All appointments must be carried out by a motion of the Executive which includes:
  - 2.1.1. The name of the individual to be appointed;
  - 2.1.2. The Committee or Board to which they are appointed;
  - 2.1.3. The term of appointment; and;
  - 2.1.4. Any conditions of the appointment.
- 2.2. Executive Officers may nominate themselves or another member of the Executive for a position on a committee.
- 2.3. Where two or more Executive Officers seek the same position, the Executive will reach consensus or conduct a vote to decide who will sit on a committee.
- 2.4. Vacant positions may be promoted to the wider student body for voluntary applications where:
  - 2.4.1. No Executive Officer wishes to fill the position; or;
  - 2.4.2. The Executive wishes to do so.
- 2.5. A register of committees positions held by OUSA will be kept by the OUSA Secretary and Administrative Vice President:
  - 2.5.1.1. The register will be updated at the beginning of each year with new appointments.
  - 2.5.2. The register shall be updated throughout the year as new committee positions arise or where a change in who sits on the committee occurs.

## **3. Committee Requirements**

- 3.1. Committee representatives will receive training on meeting procedures and protocols, and the University and OUSA structures they will encounter.
- 3.2. Current committee representatives should, where possible, work with incoming representative(s) at the end of their term and produce a handover document to help familiarise the incoming representative(s) with the particular issues and style of the committee.
- 3.3. All OUSA Executive led committees must comply with the relevant Terms of Reference.
- 3.4. If an OUSA Executive member ceases to hold office, their committee role is forfeited.

## **4. Appointment of Directors**

- 4.1. All appointments will be made subject to the appointments provision in 2.1 of this policy, unless stated otherwise in this section.
- 4.2. The Executive will appoint two Directors to University Union Limited, usually the CEO, and the President or Finance and Strategy Officer.

- 4.2.1. Appointments to the Board of the University Union Limited may be made for multiple terms.
- 4.3. The President, Administrative Vice-President, Finance and Strategy Officer, Chief Executive Officer, and Secretary when relevant, will recommend the appointment of external Directors of the Holdings and Advisory Boards and UBS, for approval by the Executive.
- 4.4. Holdings appoints directors to any subsidiaries of Holdings. Internal Directors appointed by OUSA Executive must report to the OUSA Executive on Board matters, having regard to commercial sensitivity or other confidentiality issues.
- 4.5. Appointments to the OUSA Advisory Board are outlined in the Advisory Board Policy.