

**Keele SU  
Committee Terms of Reference**

<b>Committee Name</b>	<b>Student Engagement (Sub-committee of Trustees)</b>
<b>Committee Purpose</b>	On behalf of the Trustee Board, to monitor and action plans, policies and processes, and to review results, relative to matters of student engagement.
<b>Committee Membership</b>	Min. 2 x Officer Trustees, to include the Chair of Trustees & Education Officer Min. 1 x External Trustee (Chair of sub-committee) Min. 1 x Student Trustee  In attendance: CEO, Deputy CEO (Membership Services)
<b>Quorum</b>	3 members, to include at least 1 x Officer Trustee and 1 x External Trustee
<b>Terms of Reference Effective as of;</b>	1 <sup>st</sup> March 2019
<b>Review Date;</b>	After 12 months, then every 3 <sup>rd</sup> year thereafter
<b>Accountable to</b>	Trustee Board
<b>Responsible for</b>	Effective scrutiny and approval of high-level member engagement performance data and actions plans arising.
<b>Meeting Schedule</b>	Twice annually, to align with the National Student Survey, annual member survey, and main election cycles. (Most likely March/April and August/September)
<b>Activities</b>	To consider, scrutinise, review, approve or otherwise have oversight of; <ul style="list-style-type: none"> <li>- National Student Survey Q26 performance and action plans</li> <li>- Annual member survey data and action plans</li> <li>- Advice data and action plans</li> <li>- SU Brand management</li> <li>- Student community activity, plans and performance</li> <li>- Democratic engagement performance data and action plans</li> </ul>
<b>Standing Items</b>	NSS action Plan Annual member survey and action plan