

POSTGRADUATE BOARD TERMS OF REFERENCE

1. STATUS

1.1 The Postgraduate Board (PG Board) is a standing committee of Lancaster University Students' Union (SU) as outlined in Section 8.3 of SU Constitution, with its purpose defined in Section 10 of the SU constitution. The PG Board is the representative body for Lancaster University Postgraduate Students.

2. DEFINITIONS

2.1. This document will refer to Lancaster University Postgraduate Board as the 'PG Board'.

2.2. This document will refer to Lancaster University Students' Union as 'SU'.

2.3. This document will refer to Lancaster University Graduate Students as 'Postgraduate Members'.

2.4. This document will refer to Graduate College as 'the College'.

2.5. This document will refer to meetings of the Postgraduate Board Members as 'PG Board Meetings'.

2.6. This document will refer to open meetings of Postgraduate Students as 'PG Forums'

3. PG BOARD

3.1. PG Board Positions

- 3.1.1 The Chair
- 3.1.2 The Treasurer
- 3.1.3 The Events Officer
- 3.1.4 The Media and Communications Officer
- 3.1.5 The Welfare Officer
- 3.1.6 The Academic Officer
- 3.1.7 The General Secretary
- 3.1.8 The Sports Officer
- 3.1.9 PG Board Officer (x6)

3.2 PG Board Responsibilities

- 3.2.1. Each board position will have a written job description that lays down expectations and responsibilities.
- 3.2.2. It shall be the responsibility of the PG Board to appoint members of the PG Board to the following Committees:
 - 3.2.2.1. SU Social and Events Group – 1 PG Board member; usually to be the Events Officer unless this is not possible. If not the Events Officer, the PG Board member appointed to attend this committee will be required to be a member of the Events Project Group.
 - 3.2.2.2. SU Welfare Network (or similar) – 1 PG Board member; usually to be the Welfare Officer unless this is not possible. If not the Welfare Officer, the PG Board member appointed to attend this committee will be required to be a member of the Welfare Project Group.
 - 3.2.2.3. SU Presidents' Committee – the PG Board Chair
 - 3.2.2.4. SU Media and Communications Committee (or similar) – 1 PG Board member; usually to be the Media and Communications Officer unless this is not possible
 - 3.2.2.5. SU Environment and Ethics Committee – 1 PG Board member
 - 3.2.2.6. SU Elections Working group – 1 PG Board member; usually to be the General Secretary unless this is not possible.
 - 3.2.2.7. Graduate College Council – 3 PG Board members
 - 3.2.2.8. Graduate College Syndicate – all possible PG Board members
 - 3.2.2.9. Graduate College Management Committee – 2 PG Board members
 - 3.2.2.10. Any other committees requested by SU, the University or Graduate College.
- 3.2.3. PG Board members will be appointed to the above committees at the first PG Board meeting of Michaelmas Term and the names of appointed members will be passed to the chair of each committee by the PG Board General Secretary. Appointees will be expected to remain a member of that committee for the duration of their term of office unless a by-election to fill a vacant position produces a more suitable appointee. If any member of PG Board resigns or is removed from their position on the PG Board, the PG Board will appoint an alternative member to attend any committees.

3.3 PG Board Powers

- 3.3.1. The PG Board will be responsible for the implementation of decisions of Postgraduate Forums (4.0), Project Groups (5.0), and digital engagement of Postgraduate Members (6.0).

- 3.3.2. The PG Board will be judged to represent the view of Postgraduate Members in all matters.
- 3.3.3. The PG Board will manage all financial aspects of the Postgraduate Forums, Project Groups, and Digital Engagement.

3.4. PG Board Standing Resolutions

- 3.4.1. All PG Board members will abide by the equal opportunities policies of SU and the University and;
- 3.4.2. The Chair and the relevant elected PG Board members will attend or submit written apologies to all PG Board Meetings, Postgraduate Forums, and SU General Meetings.
- 3.4.3. Will attend, or submit written apologies to all SU, University and College Meetings for which they have been appointed.
- 3.4.4. Will adhere to the SU Staff/Student Protocol.
- 3.4.5. Will abide by the policies of the PG Board and Postgraduate Forum.
- 3.4.6. Complete a written handover document at the end of their term of office. One copy will be given to their successor, and one copy will be given to the Graduate College Administrator and the SU Vice President Union Development to file for future reference.

3.5. PG Board Elections

- 3.5.1. All PG Board positions will be elected – except in the instance of by-election or cooption – in week 2 of the Michaelmas Term each year for one year through cross-campus online voting.
- 3.5.2. Members may be co-opted to fill any gaps in the PG Board. This will be done by a simple majority at PG Forum as long as the post has been advertised with notice of the Forum. If there is only one candidate, the candidate can be co-opted by a simple majority at the PG Board Meeting. When a Deputy Chair is able to perform the responsibilities of Chair, a new Chair cannot be co-opted unless done by a simple majority at a PG Forum.
- 3.5.3. Any vacant PG Board positions (including co-options) will be opened for election at the next scheduled SU elections.

3.6. PG Board Meetings

- 3.6.1. PG Board Meetings are meetings where the PG Board members discuss and make decisions on matters relating to Postgraduate Members. The PG Board will consider ideas brought forward, recommend policies to the Postgraduate Forum, and direct activity for Postgraduate Members.

- 3.6.2. The chair of each PG Board Meeting shall be the Chair. If the Chair is not present the chair will be elected by the PG Board members present
- 3.6.3. Minutes of meetings will be taken by the General Secretary or another PG Board Member.
- 3.6.4. Business and voting will be conducted in a manner set out in the SU Articles of Association.
- 3.6.5. The quorum of a PG Board Meeting will be 50% of the number of filled positions on the PG Board. This will include any members attending via an agreed online form of attendance.
- 3.6.6. PG Board Meetings will take place when appropriate, but at least once per month.
- 3.6.7. PG Board Meetings may be called at the discretion of the Chair or the request of 3 PG Board Members.
- 3.6.8. All PG Board Members are expected to attend all PG Board Meetings unless reasonable apologies are submitted to the Chair 24 hours before the commencement of the meeting.
- 3.6.9. A minimum of 48 hours notice of the date, time and venue of all PG Board Meetings shall be given to all PG Board members.

3.7 PG BOARD JOB DESCRIPTIONS

3.7.1 PG Board Chair

- 3.7.1.1 The Chair shall organise and coordinate the PG Board, including organising PG Board meetings.
- 3.7.1.2 The Chair is the figurehead of the PG Board and must ensure that all decisions made shall benefit postgraduate members and Graduate College as a whole.
- 3.7.1.3 The Chair is responsible for the planning and organisation of Intro Week in conjunction with the SU Vice President Union Development.
- 3.7.1.4 The Chair must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.
- 3.7.1.5 The Chair shall meet at least fortnightly with the Graduate College Principal to discuss developments within both the PG Board and the College to ensure a clear and coherent relationship.
- 3.7.1.6 The Chair has the power to delegate tasks and responsibilities to PG Board members.
- 3.7.1.7 The Chair shall appoint a Deputy Chair at the first meeting after the Michaelmas election, chosen from the PG Board members, who will function as the Chair when the Chair is unable to perform the duties set out in this term of reference. They are able to go to any meetings usually

attended by the Chair at the Chair's request (unless otherwise specified in regulations or by the SU). For any disciplinary procedures or complaints (as specified in 7.3) the Chair will still be responsible. The Deputy Chair is not allowed to function as a signatory in the Chair's name. If the Chair should resign the Deputy Chair will perform the functions as set out above until another Chair is elected.

3.7.2 PG Board Treasurer

- 3.7.2.1 The Treasurer shall control all financial matters of the PG Board in accordance with the SU Financial Regulations (A4) byelaw. Accurate figures must be available to any postgraduate member upon request. They shall ensure proper, responsible and agreed spending of funds and catalogue all spending receipts.
- 3.7.2.2 The Treasurer, in collaboration with the Chair and Events Officer, shall create the PG Board budget and any budgets for specific projects or events.
- 3.7.2.3 The Treasurer should process Payment Claims, Purchase Order, Social Request and Sponsorship Request forms correctly and within five working days on the behalf of other Exec members.
- 3.7.2.4 The Treasurer must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed

3.7.3 PG Board Events Officer

- 3.7.3.1 The Events Officer responsible for coordinating the Events Project Group.
- 3.7.3.2 The Events Officer is responsible for producing the social calendar in collaboration with the Events Project Group. A provisional social calendar for each term, agreed by the PG Board, must be produced and distributed by the end of the previous term.
- 3.7.3.3 It is the duty of the Events Officer to inform the PG Board of all socials
- 3.7.3.4 The Events Officer shall take ultimate responsibility for ensuring that every aspect of events is organised including, but not limited to - decoration, social calendar, transport, sober duty and liaising with campus bar licensees.
- 3.7.3.5 The Events Officer shall liaise with other colleges and the Social and Events Group to develop combined social events.
- 3.7.3.6 The Events Officer must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.

3.7.4 PG Board Media and Communications Officer

- 3.7.4.1 The Media and Communications Officer shall be responsible for informing the postgraduate members of all PG Board activities with sufficient notice.
- 3.7.4.2 The Media and Communications Officer shall be responsible for ensuring that all PG Board postering should abide by the SU Poster Code (A6) byelaw.
- 3.7.4.3 The Media and Communications Officer shall be responsible for maintaining the PG Board website and social media, ensuring that they are updated and moderated when necessary.
- 3.7.4.4 The Media and Communications Officer should work together with the SU Vice President Campaigns and Communications, SU Media and Communications Committee (or similar) and the SU media team to ensure good practice.
- 3.7.4.5 The Media and Communications Officer shall work in conjunction with the PG Board General Secretary to ensure that channels for online attendance are available for all PG Board meetings and Postgraduate Forums.
- 3.7.4.6 The Media and Communications Officer must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.

3.7.5 PG Board Welfare Officer

- 3.7.5.1 The Welfare Officer responsible for coordinating the Welfare Project Group.
- 3.7.5.2 The Welfare Officer is responsible for promoting the welfare interests of all postgraduate members within the PG Board, the college and SU.
- 3.7.5.3 The Welfare Officer shall work alongside the SU Vice President Welfare and Community and PTO International, LGBTQ*, Students with Disabilities, Women+, Mature Students and BME to raise and promote any welfare issues and campaigns of relevance to postgraduate members.
- 3.7.5.4 The Welfare Officer shall liaise with other colleges and liberation groups to develop combined campaigns on welfare and liberation issues.
- 3.7.5.5 The Welfare Officer must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.

3.7.6 PG Board Academic Officer

- 3.7.6.1 The Academic Officer responsible for coordinating the Academic Project Group.
- 3.7.6.2 The Academic Officer is responsible for promoting the academic interests of all postgraduate members within the PG Board, the college and SU.

- 3.7.6.3 The Academic Officer shall work alongside the SU Vice President Education and the Faculty Reps to raise and promote any academic issues and campaigns of relevance to postgraduate members.
- 3.7.6.4 The Academic Officer shall liaise with other colleges and faculty and department representatives to develop combined campaigns on academic issues.
- 3.7.6.5 The Academic Officer must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.

3.7.7 PG Board General Secretary

- 3.7.7.1 The General Secretary shall be responsible for democracy and governance issues within the PG Board, including ensuring that actions and decisions are in line with the SU constitution and this terms of reference.
- 3.7.7.2 The General Secretary is required to keep an up-to-date copy of this terms of reference and to make it available to any postgraduate members who request one.
- 3.7.7.3 The General Secretary shall, alongside the SU Vice President Union Development, ensure that all elections and co-options are carried out in accordance with the SU Articles of Association and this terms of reference.
- 3.7.7.4 The General Secretary shall ensure that accurate minutes are taken of every PG Board meeting and postgraduate forum and are shared with Graduate College and made available to any postgraduate member who requests them. They should also retain a record of all minutes from the current calendar year.
- 3.7.7.5 The General Secretary shall be responsible for organising and arranging the Postgraduate Forums.
- 3.7.7.6 The General Secretary must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.

3.7.8 PG Board Sports Officer

- 3.7.8.1 The Sports Officer shall be responsible for arranging and promoting sporting opportunities for postgraduate members.
- 3.7.8.2 The Sports Officer shall be responsible for publicising and organising teams for inter-college sports events, including the Carter Shield, including liaising with the captains of Graduate College sports teams and working in conjunction with the SU Vice President Activities and other colleges.

- 3.7.8.3 The Sports Officer must publish fixture lists for all college sports at the beginning of each term for viewing by all sports captains and postgraduate members.
- 3.7.8.4 The Sports Officer shall be responsible for representing the needs of the Graduate College sports teams to the PG Board, including ensuring that any requests for sponsorship are considered fairly.
- 3.7.8.5 The Sports Officer must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.

3.7.9 PG Board Officers

- 3.7.9.1 The PG Board Officers shall work across a broad scope of issues, focusing on anything relevant to the PG Board and postgraduate members.
- 3.7.9.2 The PG Board Officers should bring forward items for discussion to the PG Board.
- 3.7.9.3 The PG Board Officers may work alongside other PG Board members and SU officers as appropriate, and as part of PG Board Project Groups in the development and implementation of policy, events and campaigns relevant to the objectives of PG Board.
- 3.7.9.4 The PG Board Officers must attend or submit apologies to PG Board Meetings, Postgraduate Forums, and the Project Groups, SU, College and University meetings to which they are appointed.

4. POSTGRADUATE FORUMS

- 4.1. Postgraduate Forums are open meetings for all Postgraduate Members. These forums will discuss activity that has arisen and other information through open source democracy as well as issues arising at the forum.
- 4.2. The forum will assign additional members to project groups once these are agreed by the PG Board. Additional members will voluntarily opt in to project groups.
- 4.3. Policy passed at forums needs a simple majority.
- 4.4. The chair of each Postgraduate Forum will be a member of the PG Board agreed by the PG Board ahead of time.
- 4.5. Minutes of Postgraduate Forum meetings will be taken by the General Secretary or a nominated PG Board member.
- 4.6. A Postgraduate Forum will take place at least once a term.

- 4.7. At least seven days' notice specifying the date, time, chair, and venue of a Postgraduate Forum, plus how postgraduate members may attend through an agreed online form of attendance must be given visibly. Publicity of a Postgraduate Forum is the responsibility of the PG Board.
- 4.8. Extra Postgraduate Forums may be called at the discretion of the PG Board or by a call of 30 postgraduate members.
- 4.9. The PG Board members will attend or submit written apologies to all Postgraduate Forums.
- 4.10. The quorum for Postgraduate Forums will be 30 postgraduate members. This will include any members attending via an agreed online form of attendance.

5. PROJECT GROUPS

- 5.1. Project Groups are individual action groups formed to work on individual issues raised by postgraduate students through postgraduate forums or digital engagement. Project Groups can also be called by the PG Board.
- 5.2. Members of Project Groups are invited at PG Forums and publicised to members. Any student can request to sit on a project group.
- 5.3. The PG Board will allocate resources to project groups.
- 5.4. The PG Board will define the plans and structure of all project groups.
- 5.5. There shall be the following standing Project Groups:
 - 5.5.1 The Welfare Project Group- to consist of the PG Board Welfare Officer and at least two other PG Board members and any co-opted postgraduate members. The Welfare Project Group will be responsible for overseeing and implementing welfare policy, representation and campaigns for postgraduate members.
 - 5.5.2 The Academic Project Group – to consist of the PG Board Academic Officer and at least three other PG Board members (to include a minimum of 1 postgraduate research student, one postgraduate taught student and one part-time student) and any co-opted postgraduate members. The Academic Project Group will be responsible for overseeing and implementing academic policy, representation and campaigns for postgraduate members.
 - 5.5.3 The Events Project Group – to consist of the PG Board Events Officer, the PG Board Treasurer and at least two other PG Board members and any co-opted members. The Events Project Group will be responsible for producing the PG Board social calendar and for organising and coordinating all social events.
- 5.6. A member of the PG Board will take responsibility for coordinating each project group and shall report on the activity of that project group at each PG Board meeting.

6. DIGITAL ENGAGEMENT

- 6.1. The physical democratic structures will be accompanied by digital engagement with postgraduate members not in attendance of the PG Board, PG Forums, or Project Groups.

- 6.2. Digital engagement will allow Postgraduate Students to raise issues through an online system.
 - 6.2.1. Results of digital engagement will be shared with the PG Board, the Postgraduate Forums, relevant Project Groups and SU Staff and Officers for discussion.
- 6.3. Digital engagement can be used for polling and referenda of members and attendance at PG Board meetings and Postgraduate Forums. Use of digital engagement for this activity can be agreed by the PG Board.

7. PROCEDURES

7.1. FINANCE

- 7.1.1. All financial matters of the PG Board will be dealt with as set out in the SU Financial Regulations.
- 7.1.2. A budget of estimates for the coming year's expenditure will, by the end of the summer term, be drawn up by the PG Board Treasurer alongside the SU Vice President Union Development and presented in writing to a PG Board Meeting for approval. It should then be presented to Postgraduate Forum and SU Executive Committee for approval.
- 7.1.3. The following will ordinarily be signatories of the PG Board account with SU;
 - 7.1.3.1 Chair
 - 7.1.3.2 Treasurer
 - 7.1.3.3 Plus two other members of the PG Board to be agreed by the PG Board

7.2. ELECTIONS

- 7.2.1. The running of all elections will be the responsibility of the SU VP Union Development in conjunction with the PG Board General Secretary.
- 7.2.2. Elections procedures for all elections will observe and adhere to the SU Elections regulations as set out in the SU Articles of Association.

7.3. DISCIPLINARY PROCEDURES & COMPLAINTS

- 7.3.1. Gross misconduct or failure of members of the PG Board to carry out responsibilities conferred on them by these terms of reference, without reasonable excuse, is sufficient grounds for suspension of the office concerned. Suspension of a PG Board Officer may be carried out by a simple majority at a PG Board Meeting, providing 48 hours notice of the intention to suspend the officer has been given. All such actions will require ratification by a majority at a Postgraduate Forum within 21 days.
- 7.3.2. Suspension will mean that an officer is prohibited from carrying out their duties and responsibilities as set out in the Articles of Association.

- 7.3.3. A member of the PG Board who has their suspension ratified by Postgraduate Forum shall be removed from office.
- 7.3.4. PG Board members will be deemed to have resigned if they fail to attend three meetings, to which they have been appointed, in a row without written apologies. These meetings are defined under the terms of this terms of reference and in the PG Board job descriptions.
- 7.3.5. Any members of the PG Board may resign but must give written notice in writing to the Chair. In the event that the position of Chair is vacant, written notice must be submitted to the PG Board.
- 7.3.6. Should the Chair wish to resign, the written resignation must be submitted to PG Board and the SU President.
- 7.3.7. Complaints about the operations or executive members of the PG Board should be made in writing to the Chair (or if it is about the Chair the SU President).
- 7.3.8. Complaints should be dealt with under the SU Complaints Procedure as outlined in the SU Articles of Association.
- 7.3.9. Members of the board may be removed from position through a vote of no confidence by digital referenda of Postgraduate Members. A two-thirds majority is required for the vote of no confidence to be successful. A referendum for a vote of no confidence may be called by the passing of a motion at a Postgraduate Forum or by a written call for such a referendum from 30 postgraduate students, presented to the Chair of the PG Board or in the case of the Chair, the SU Vice President Union Development. Any such referenda will be run by the SU Vice President Union Development.
- 7.3.10. The Deputy Chair does not have the authority to perform the responsibilities of the Chair outlined in this section. In the event that the Chair is unable to perform their responsibilities outlined in this section, or the position of Chair is vacant, the SU President will perform said responsibilities.