



Senior Management Team

1. Purpose and Preamble

- 1.1 This document clarifies and ratifies the powers, responsibilities and membership of the Senior Management Team at Bath Spa University Students' Union
- 1.2 In accordance with the Union's Constitution; there shall be Senior Management Team (SMT) that shall oversee the running of the Union within the remits of the Union procedures and in line with the aims of the Union as directed by the Board of Trustees.
- 1.3 In overseeing the running of the Union, the SMT will focus particular attention to the Union's Finance, Health and Safety and Human Resource policies and procedures.
- 1.4 This document is required to be updated biannually at a minimum.
- 1.5 This document acts as an appendix to the Union Constitution and in the event of conflict, the Constitution will take precedence.

2 Membership & Quorum

- 2.1 The SMT membership shall include the following membership:

Voting Members

- The President
- Vice President (Activities & Participation)
- Vice President (Communications & Campaigns)
- General Manager
- Membership Services Manager

In Attendance

- a) A minimum of one member from the Institution nominated by the Vice-Chancellor
- b) Any other visitor requested at the discretion of the chair.

Department managers may attend meetings as requested but shall not have any decision making powers.

- 2.2 The SMT may co-opt additional members, as required to fill a skills gap within the group.
- 2.3 Non voting members may play a full part in the meeting other than casting a vote.
- 2.4 SMT meetings shall be quorum if two thirds of its voting members are present.
- 2.5 It shall be permitted to exclude non-voting members from discussion of sensitive nature. Minutes of these decisions are to be noted.
- 2.6 The General Manager or nominee shall chair SMT meetings.

2.7 If a co-opted member wishes to resign his / her post, they must present written notification to the chair.

3. Meeting Schedule, Agenda & Minutes

3.1 The SMT will meet at least monthly

3.2 The chair or nominee shall produce a schedule of meetings and circulate it to the SMT membership

3.3 At least five working days notice should be given for SMT meetings.

3.4 Items for the agenda are to be submitted at least five working days before the meeting and the agenda to be circulated two working days before the meeting.

3.5 Items may be added to the agenda after the official submission date on occasion when:

- a) They deal with matters that have arisen after the final submission of agenda items.
- b) The matter is of such urgency that delaying the discussion until a subsequent SMT meeting would impair the conduct or the business of the Union.

The chair shall determine whether any proposed motion falls into either of these categories.

3.6 A decision by the voting members of the SMT must be unanimous. Any decision that does not meet with the approval of all voting members of the SMT or any decision that the SMT deems necessary, must be passed on to the Board of Trustees for approval.

3.7 Minutes of all meetings must be circulated within three working days, documenting the relevant action to be taken.

3.8 Sections of the SMT meetings' minutes that deal with a matter of confidential nature will not be made available to the Board of Trustees at the discretion of the Chair.

4 Powers and Responsibility of the SMT

4.1 The SMT shall oversee the running of the Union and ensure its constant alignment with Bath Spa Students' Union policies and procedures and the aims of the Students' Union as directed by the Board of Trustees.

4.2 The SMT shall have the following advisory groups; which shall meet on a regular basis and report back to the SMT, chaired by a senior manager:

- a) Bar Group
- b) Shop Group
- c) Office Services Group
- d) Student Activities Group
- e) Representation Group
- f) Student Development Group
- g) Policy & Resources Group

4.3 The SMT may delegate the responsibility of the day-to-day running of the Students' Union to the General Manager and Departmental Managers, who will forward the aims of the Students' Union within the relevant policies and procedures.

4.4 The SMT and Board of Trustees must approve the annual budget prior to submission to the Annual General Meeting and University Board of Governors.

4.5 The SMT and Board of Trustees must authorise any orders above the limits set within the finance policy.

4.6 The SMT must approve any expenditure for which no budget funds are available.

4.7 The Board of Trustees must approve all capital orders or long-term contracts and they must be signed by the General Manager and two of the sabbatical officers.

4.8 The SMT shall receive quarterly financial reports for each of the main three areas of the Union and as a whole. Findings are to be relayed to the departmental managers.

Approved by:

on: