

DE MONTFORT UNIVERSITY
Staff Common Room
CONSTITUTION

A. Scope and purpose of the committee

The Staff Common Room Committee is a sub-committee of the Campus Transformation Steering Group and all key decisions are to be made by the Campus Transformation Steering Group.

Its purpose is to oversee all aspects of the university's staff common room, in collaboration with key university function areas.

B. Terms of reference:

1. To oversee communications for the staff common room.
2. To agree décor for the staff common room, such as furniture, colours and art work.
3. To agree the catering menu options provided by the catering suppliers in the staff common room, subject to regular review.
4. To agree a subscription model for members of staff to access the staff common room.
5. To determine how funds raised through the membership subscription model be used to benefit the staff common room, its members and the wider university and manage finances.
6. To organise an annual general meeting to allow for members to discuss any concerns or items of note.
7. To oversee general communications after opening which may include reviewing membership, sending out newsletters to members and other items that may become more apparent once the staff common room is open and more established.

C. Membership

The committee shall consist of up to 12 members of staff. The committee shall consist of at least five members of staff from the professional services and five academic members of staff.

The Staff Common Room Committee shall appoint a chair, deputy chair and secretary for each academic year at its first appropriate meeting.

D. Quorum

A quorum is 6 members of the committee.

E. Servicing and support

Servicing and support will be provided by Emily Saddington for the academic year 2018/19.

F. Meeting schedule

Staff Common Room Committee to determine meeting frequency and location.

G. Approval and revision

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

H. In-year revision record

Section	Details of revision	Approved on

Approved: 19.09.2018

Endorsed by parent committee:

Received by university secretariat office:

Superseded: