

Campus Service Council Terms of Reference, Functions and Membership

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Business Owner:	Stuart Reilly
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1. Purpose

Lincoln University (LU) recognises the Lincoln University Students' Association (LUSA) is the overarching representative of LU students, and Te Awhioraki is the overarching representative of Māori LU students, and as a key partner in the provision of services and facilities to these students, the purpose of this council shall be:

- 1.1 To formally recognise that LUSA is the representative body of LU students, and that Te Awhioraki is the representative body of all Maori LU students;
- 1.2 To provide a formal forum for LUSA representatives to present the view of the student body to the management of LU related activities, wholly or partially funded by the "*Student Services Fee*" or any other matters of a non-academic nature where LU, LUSA, and Te Awhioraki work or could work in partnership;
- 1.3 Specifically, to inform, advise and make recommendations to the Vice-Chancellor regarding optimal services delivered by LU, LUSA and Te Awhioraki, including but not necessarily limited to:
 - 1.4 Delivery of specified and agreed student services related to the student experience which are jointly delivered by LU, LUSA and Te Awhioraki;
 - 1.5 Disbursement of the "*Student Services Fee*";
 - 1.6 The operations and outcomes of other LU-LUSA-Te Awhioraki shared initiatives and those initiatives delivered by LUSA and Te Awhioraki according to Service Level Agreements with LU.

2. Functions / Terms of reference

Make recommendations to the Vice-Chancellor on:

- 2.1 The annual disbursement of funds raised by the "*Student Services Fee*", to relevant student-related services;
- 2.2 The level of the "*Student Services Fee*" to be reviewed annually;
- 2.3 Communications needed from the LUSA President and the Vice-Chancellor about the "*Student Services Fee*", its applications or other issues and outcomes;
- 2.4 Receive and analyse reports useful for monitoring the disbursement of funds raised by the "*Student Services Fee*";
- 2.5 Contribute to the development and review of policies relevant to the "*Student Services Fee*" and related student space;

2.6 Recommend protocols for the functioning of the Campus Service Council.

3. Conduct at Campus Service Council Meetings

- 3.1 Council members are expected to engage in constructive and collegial debate, contribute their particular expertise and experience, and to make decisions in the best interests of students as a whole.
- 3.2 No member of the Council shall be disrespectful in speech or use offensive or malicious language.

4. LUSA and Te Awhioraki Independence

Although this Campus Service Council allows for an effective partnership between LU and LUSA, the operation of this council in no way affects the status of LU, LUSA or Te Awhioraki as organisations independent of each other, nor does it have any effect on the ability of the LUSA and Te Awhioraki representatives and staff to carry out their roles as representatives and advocates for students. Similarly, the Campus Service Council does not necessarily have any effect on the ability of LU representatives and staff to carry out their roles in the normal functioning of the institution.

5. Membership

This council, at all times, shall endeavour to have an even balance of LU staff and LUSA representatives, and recognises the LUSA and LU representatives as full members. These members shall be:

- 5.1.1 Deputy Vice Chancellor (or nominee)
- 5.1.2 Chief Operating Officer (or nominee)
- 5.1.3 President, LUSA (or nominee, Chair).
- 5.1.4 Vice President, LUSA
- 5.1.5 Executive Director, Campus Life (or nominee)
- 5.1.6 Position for Student Health
- 5.1.7 Position for LTL
- 5.1.8 Undergraduate Student Nominee, LUSA
- 5.1.9 Postgraduate Student Nominee, LUSA
- 5.1.10 Association Manager, LUSA
- 5.1.11 President, Te Awhioraki (LU Māori Student Association)
- 5.1.12 Up to three additional members of the Te Awhioraki Executive
- 5.1.13 One other representative of each of the recipients of the student services levy, that is not covered above, so long as they provide additional benefit to the councils functions.
- 5.1.12 Other nominees of LU, LUSA or Te Awhioraki that might be necessary to effectively carry out the work of the Council, but maintaining a balance between LU and LUSA representation. The Vice-Chancellor or nominee has the right to attend meetings of the Council.

6. Chairperson

The Campus Service Council will be chaired by the LUSA President or nominee (as determined by the LUSA President).

7. Quorum

A quorum shall be achieved with a meeting of 6 members, as long as at least 2 representatives each from LU and LUSA and Te Awhioraki are present.

8. Administrative assistance/Secretariat

Administrative assistance to the Council will be provided by the office of the Vice-Chancellor or LUSA.

9. Annual Timeline

The Council will operate on an annual cycle. This will begin with each entity receiving funding from the student services fee in the previous year providing a report that is to be distributed amongst Council members no later than the end of February each year.

Each entities report shall be set out in the following format:

- 9.1.1 A comprehensive financial report, including;
- 9.1.2 The total amount of money received from the student services fee;
- 9.1.3 The definition and description of each category within an entity receiving funding;
- 9.1.4 The amount of money given to each category;
- 9.1.5 The number of students receiving benefit from each category of funding;
- 9.1.6 The rational for increasing, maintaining or decreasing funds that are going towards a particular category;
- 9.1.7 Any other comments.

The first meeting of the Council will occur no later than March of each year, where a representative from each entity will speak to their respective report.

LUSA and Te Awhioraki will then be required to run a student engagement process, where feedback is actively gathered from Lincoln University students from a range of communication streams on where the student services fee is going.

The Council will reconvene at least one more time before a final decision is made on the following year's fee distribution, which is typically required by early August when the University budgeting process occurs.