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| **Custodian (entity responsible for maintenance and upkeep)** | GSD SSLC Committee Secretary  
4<sup>th</sup> June 2018 – Present: Todd Olive |
| **Stored/filed**     | Physical location: SSLC Noticeboard  
Web URL: www.bit.ly/gsdsslc |
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| **Status**           | ☑ in effect  
( ) usable, minor formatting/editing required  
( ) modification needed  
( ) superseded by ____________________________  
( ) other ____________________________  
( ) obsolete/archived |
CHARTER

STUDENT-STAFF LIAISON COMMITTEE OF THE GLOBAL SUSTAINABLE DEVELOPMENT DIVISION OF THE SCHOOL FOR CROSS-FACULTY STUDIES

Revised 4th June 2018

Establishment and Authority

The Student-Staff Liaison Committee (SSLC) is an elected member committee established by the University of Warwick Students’ Union (Warwick SU) and the Global Sustainable Development Division (GSD Division).

Purpose/Responsibilities

The purpose of the SSLC is to provide an accessible arena for students to discuss any concerns they have with teaching, learning and student support services with the academic staff from their department.

The SSLC shall:

a. Provide a constructively critical forum for the discussion of students’ feedback.

b. Function as a mechanism for providing feedback to staff on questions regarding teaching, learning and student support services.

c. Support departmental and university-wide feedback and review procedures by providing responses to consultation documents or queries.

d. Perform such other functions as may be delegated or requested by the GSD Division or Warwick SU.

Committee Composition and Governance

1. Membership

a. The SSLC shall be composed of thirty-one Members, comprising one GSD Division-appointed Departmental Liaison, and thirty elected Members – one for each course and year group within the student cohort of the GSD Division.

b. The SSLC Members shall be elected annually by Single Transferrable Vote.

   i. Second and Third Year Representatives shall be elected annually in the Third Term of the academic year preceding their term.

   ii. First Year Representatives shall be elected annually in the First Term of the academic year comprising their term.
iii. Unfilled positions may in the first instance be submitted again for election at a time to be determined by the Committee.

iv. Unfilled positions may in the second instance be filled by co-option.

c. Members shall serve terms of up to one year.

2. Leadership

a. In its first meeting, the SSLC shall elect by majority vote a Committee Chair and Committee Secretary.

b. The Committee Chair shall manage the committee and its meetings.

c. The Committee Secretary shall hold responsibility for all administrative tasks pertaining to the SSLC, including the preparation of Meeting Agenda and Minutes.

d. In the event of the Committee Chair’s absence or a vacancy in the office of Committee Chairperson, the Committee Secretary shall serve as Acting Committee Chair until either the return of the Committee Chair or the election of a new Committee Chair.

3. Meetings

a. The SSLC shall determine the time of its meetings, provided that it shall meet at least twice per term.

b. The Committee Secretary shall determine the procedures for its meetings in consultation with the Committee Chair, Departmental Liaison and any Member Submissions.

c. A quorum for meetings shall be 50% of the SSLC Membership.

   i. All Members are required to submit their expected attendance in advance.

   ii. In the event that a Member is unable to attend a meeting, apologies must be sent to the Committee Secretary at least 24 hours in advance.

   iii. In the event that a Member is unable to attend a meeting, they may choose to appoint a deputy to attend the meeting on their behalf. Any such action must be reported to the Committee Secretary at least 24 hours in advance, accompanied by apologies per Section 3.c.ii.
d. In the event that a meeting is not expected to reach quorum 24 hours in advance, the Committee Secretary, in consultation with the Committee Chair and Departmental Liaison, may choose to postpone the meeting.
   i. Section 3.d. is not applicable to any meetings that have already been postponed.

e. Action taken by the SSLC shall require a majority vote of those members present.

f. The Committee Secretary shall provide e-mail notice of the time and place of all meetings to each Member of the SSLC no later than three days prior to each meeting. An agenda of the items for which action may be taken shall be attached to the e-mail notice.

4. Attendance

a. Committee Members shall be expected to attend all SSLC meetings.

b. Should a Committee Member fail to attend three SSLC meetings in close succession, the Committee Chair may find the Member in Dereliction of Duty and submit the Member's position for re-election in consultation with the Committee Secretary.
   i. The Committee Chair shall be required to consider any apologies submitted when considering a finding of Dereliction of Duty.
   ii. The Committee Chair shall not be required to automatically reach a finding of Dereliction of Duty and may choose at their discretion to employ alternative measures to resolve any lack of representation in consultation with the relevant parties.

Review and Changes to the Charter

The Committee Secretary shall review this charter on an annual basis and recommend any changes to the SSLC.

Approved by
SIGNATURE: 

PRINT NAME & DATE:
Kieran Marrable
06/06/18

POSITION: Committee Chair

SIGNATURE:

PRINT NAME & DATE:
Todd Olive
06/06/2018

POSITION: Committee Secretary