GSD SSLC Charter	
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CHARTER

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

Revised
3 July
2025

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 GlobalSustainable Development Division (GSD Division).

Purpose/Responsibilities

The purpose of the SSLC is to provide an accessible arena for students to input ideas and discuss anyconcerns 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 facilitating communication between staff and the student body, for example by providing feedback to staff on questions regardingteaching, learning and student support services, whether this is carried out online, in person or using a blended approach.

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

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

Committee Composition and Governance

1. Membership

a. The SSLC shall comprise one GSD Division-appointed DepartmentalLiaison, and at least one elected Member for each course and year group within the student cohort of the GSD Division.

b. Two representatives in the same year and course may exercise job share. At least one of them shall attend the SSLC meetings and they may choose which one of them will attend each meeting. Their vote shall be counted as one.

c. The SSLC Members shall be elected annually by Single TransferrableVote.

   i. Second and Third Year Representatives shall be elected annuallyin the Third Term of the academic year preceding their term. (See section 1.b.iii.).

   ii. First Year Representatives shall be elected annually in the FirstTerm of the academic year comprising their term.

   iii. Unfilled positions may in the first instance be submitted again forelection at a time to be determined by the Committee.

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

d. Members shall serve terms of up to one year but may be re-elected.

2. Leadership

a. In its first meeting, the SSLC shall elect by majority vote a CommitteeChair, a Committee Deputy Chair/Comms Officer, and a Committee Secretary.

b. The **Committee Chair** shall manage the committee and its meetings. So far they have been tasked to:

   i. Lead SSLC Meetings

· Chair all undergraduate SSLC meetings (typically 3 per term).

· Set the agenda in collaboration with the SSLC Liaison, Deputy Chair and Secretary.

· Ensure everyone has the opportunity to speak and that the discussion stays on track.

· Follow up on action points from previous meetings.

ii. Liaise with Staff and Students

· Maintain regular communication with the GSD SSLC Liaison and Deputy Chair.

· Give updates from the SSLC to staff and vice versa.

· Serve as the main point of contact between students and staff (typically the Liaison) regarding feedback and concerns.

· Support student reps by answering questions and helping them raise issues effectively.

iii. Coordinate SSLC Reps

· Provide guidance throughout the year on how reps can collect feedback and communicate with their cohorts.

· Help clarify what constitutes an SSLC issue and redirect non-SSLC issues to the appropriate contact.

iv. Oversee Communication & Reporting

· Write and distribute the termly SSLC newsletter to students (often after each meeting). This can be delegated to the Deputy Chair or the Secretary.

· Ensure meeting minutes are clear and shared in a timely manner by the Secretary.

· Complete the SSLC Annual Report in Term 3 with the Liaison and submits it to the Student Union

v. See **Appendix 1** for details of what departmental meetings organized by Staff the Chair has been invited to attend in the past (to be confirmed year by year).

vi. See **Appendix 2** for organizational tips linked to the role of Chair.

c. In 2024-2025, following consultation with the SU and student reps, we introduced a new role, the **Deputy Chair/Comms officer**. They are in charge of promoting good practices to facilitate a positive and effective interaction between the GSD undergraduate student body and their SSLC reps. Responsibilities include:

i. supporting individual reps with strategies to keep in touch with their cohorts (both to collect their feedback and to let them now about SSLC activities)

ii. promoting the student rep role among UG students (for example, through newsletter or social media)

iii. getting the UG student body involved in SSLC activities (for example, through polls or surveys, info sessions, other events, etc)

iv. using emails or social media to update the UG student body on SSLC activities (for example, through emails or social media)

v. contributing to the departmental student newsletter (for example, with a call for items pre meeting and an update post meetings)

vi. holding a standing agenda point on 'SSLC comms', for updates and new initiatives during SSLC meetings

vii. As Deputy Chair, they will also: take part in the pre-meeting catch ups, together with the Chair, Secretary, and Liaison; cover for the Chair in case they are unwell, for example if they are unable to attend Staff meetings or UGSC meetings or to chair an SSLC meeting.

d. The **Committee Secretary** shall hold responsibility for all administrative tasks pertaining to the SSLC, including the preparation of Meeting Agendaand Minutes.

i. The secretary must seek approval from the Liaison and the Chair before sharing the minutes and Agendas with the rest of the SSLC.Any points that the Liaison or Chair feel should be included to the documents may be implemented by the Secretary before sharing the document with the SSLC.

ii. The minutes will be shared with the rest of the SSLC members inthe next e-mail notice, together with the date, time, and place of and the agenda points for the next meeting.

iii. At the beginning of each meeting, the SSLC will approve or rejectthe minutes of the previous meeting. Where the minutes are rejected, the Secretary is responsible of collecting feedback and adding or changing any points that are missing or inaccurate.

iv. The Secretary is also responsible for booking rooms for the meeting and sending calendar invites to all reps at the start of each term.

v. In case the Secretary is absent or unable to complete the minutes in time for the following meeting, the Deputy Chair will support the Chair in taking relevant notes. They may also ask other members to help out with the minutes (as a one-off task).

vi. The Secretary is also responsible for taking attendance and receiving apologies from reps who are unable to attend, and to record it in the minutes.

e. The Departmental Liaison (typically, the Director of Student Experience) is the GSD Staff member who is tasked to:

i. Facilitate staff's access to the SSLC (typically, staff members do not communicate to reps directly, as the Liaison is responsible for offering guidance on feedback gathering and consultation processes

ii. Attend all meetings and present to reps departmental initiatives and proposals. They are in charge of feedback gathering (for example, following welcome week and start of year inductions) and more formal consultations (for example, as part of the departmental module approval process).

iii. Help reps refine their proposals and feedback, ready to be presented to all staff (for example, the peer evaluation form and process in 22-23, and most recently the Handbook FAQ page in 24-25)

iv. Attend the preparatory meetings with the Chair, Deputy Chair, and Secretary, bringing agenda items on behalf of staff and supporting them in finalizing the agenda

v. Liaises with the SU to receive any communication regarding reps training and other opportunities open to stress

vi. Coordinates the election of new reps, typically in Term 3 (second and Final Year Representatives) and in Welcome week/Term 1 (first year students and unfilled positions), see section 1c above.

vii. Supports the leadership team as follows:

- **Chair**: the Chair may want to discuss the points worth presenting at the Staff meeting or other departmental meetings
- **Deputy Chair**: in the finalization and website upload of the newsletter and other comms
- **Secretary**: the liaison reviews the minutes to make sure all key points are included

viii. Arranges for staff members to visit the SSLC when invited (sending calendar invites, etc);

ix. Attends the university-level SSLC liaison network meetings (typically once a term)

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

g. In the event that Members consider the performance of the Committee Chair or Committee Secretary to fall below standards considered acceptable by the Committee, Members may initiate impeachment proceedings against either the Committee Chair, Committee Deputy Chair, and Committee Secretary.

i. Impeachment proceedings may be initiated at any Meeting of theSSLC without prior notice.

ii. Impeachment proceedings must be notified prior to the opening of the Meeting.

iii. Impeachment proceedings may be initiated by any Member of theSSLC.

iv. Impeachment proceedings must be seconded by a Memberindependent of the

initiating Member in order to proceed.

v. Specific proceedings are to be determined by whichever of theCommittee Chair or Committee Secretary are not subject to impeachment proceedings.

vi. A supermajority of two thirds (rounding down if required) of electedMembers is required for impeachment proceedings to be successful.

vii. Should impeachment proceedings be successful, the impeachedCommittee Chair or Committee Secretary is required to be immediately replaced by standard majority vote, as stipulated in Section 2.a.

3. Meetings

a. The SSLC shall determine the time of its meetings, provided that it shallmeet at least twice per term. In recent years, the SSLC has met 3 times per term (2 times in Term 3).

   i. In the first meeting a date and time should be established, thatensures that the quorum requirement is met. Once this is agreed, the Secretary should send the invite to all reps as soon as possible.

   ii. Some items will depend on proposals that will be brought up by reps, other items are determined by departmental processes. See Appendix 3 for details of what items have been included regularly in the past.

b. The Committee Secretary shall determine the agenda (for example, if there are any fixed items in each meeting) in consultation with the Committee Chair, Departmental Deputy Chair, Departmental Liaison, and any Member Submissions.

c. The Department rep is responsible of linking the SSLC and the their cohort (people in the same year group and degree as theirs). Theyshould attend at least one meeting

per term.

d. A quorum for meetings shall be 50% of the SSLC Membership, with atleast 2 reps per year.

    i. All Members are required to submit their expected attendance inadvance.

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

e. In the event that a meeting is not expected to reach quorum 24 hours inadvance, 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 alreadybeen postponed.

f. Action taken by the SSLC shall require a majority vote of those memberspresent.

g. The Committee Secretary shall provide e-mail notice of the time and placeof all meetings to each Member of the SSLC no later than three days priorto each meeting. Ideally, once the date and time of meetings are agreed, the Secretary should send the invite to all reps. An agenda of the items for which action may be taken shall be attached to the e-mail notice at a later stage, which should also include any actions that will require a vote, to ensure that members are prepared to doso during the meeting. Voting will take place during their respective sections.

h. Since 2023-24, reps have decided to focus part of the meeting to student-led discussions. This means that the Liaison Officer leaves the room and gets updates on what's been discussed by the Chair at a later stage.

4. Attendance

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

b. Committee Members attending the University of Monash during Terms 2and 3 of their Second Year, hence 'Monash Committee Members', are exempted from Section 4.a., and instead subject to the following:

   i. Monash Committee Members are expected to submit any mattersfor consideration by email to the Committee Secretary prior to anyMeeting.

   ii. Monash Committee Members are expected to submit any comments regarding Agenda items by email to the CommitteeSecretary prior to any Meeting.

   iii. Monash Committee Members may arrange to attend any Meeting via MS Teams by prior arrangement with the Committee Chair and Committee Secretary.

   iv. A section of the meeting may be reserved for Monash CommitteeMembers to update on any issues or comments on their behalf.

   v. Monash Members can appoint someone to raise these points in thecase they are unable to attend. In any case, the Secretary should be notified of any points to be raised, in order to add them to the Agenda.

c. Should a Committee Member fail to attend three SSLC meetings in closesuccession, the Committee Chair may find the Member in Dereliction of Duty and submit the Member's position for re-election in consultation withthe Committee Secretary.

   i. The Committee Chair shall be required to consider any apologiessubmitted when considering a finding of Dereliction of Duty.

   ii. The Committee Chair shall not be required to automatically reach afinding 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.

iii. In the past years, reps who did not attend meetings in term 1 were asked to either attend term 2 meetings or to advise that a new rep should be elected.

d. Where a Committee Member is a Monash Committee Member, Section
3.c. shall only apply if the Committee Member is found to be incommunicado with the Committee for a comparable period of time, or similarly determined to be failing to carry out functions as detailed in thisdocument.

Review and Changes to the Charter

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

Appendix 1: Duties of the Chair as per 24-25

This list is not predetermined; all roles are to be agreed with the Liaison Officer year by year. Thanks to 24-25 Chair Evelina Theodosiou for sharing it.

Meetings to Attend

1. Agenda-setting Meetings (3 per term, usually, the week before the SSLC meeting).

· Preparation: Gather student feedback and identify key topics to prioritise.

· The Secretary will draft and (once approved by the Chair) circulate the agenda, meeting invite, and previous minutes.

2. Undergraduate SSLC Meetings (3 per term)

· Preparation: Review agenda items, prepare questions for reps, and summarise relevant staff or university updates.

· Share departmental and university-wide updates with the reps.

· Discuss with the reps any feedback that has come up and collect feedback.

· Set up action points for following meetings.

3. GSD Staff meetings (2 per term)

· Preparation: Go through the SSLC meetings minutes and see the important points that you would like to share with staff. Read the minutes from the previous staff meetings, the reports provided by staff and the agenda for the meeting.

· Update staff on what the SSLC has been working on.

· Pass on any feedback you have received from reps.

· Make a note of important departmental and university-wide updates to pass on to reps at SSLC meetings.

· Provide student input on relevant topics.

4. Undergraduate Studies Committee (UGSC) meeting (2 per term)

· Preparation: Review documents that will be discussed during the meeting (eg. module amendments, new module proposals, etc.), the minutes from the previous meeting and the agenda.

· Offer student feedback on proposals, you're not expected to provide broader updates.

5. SCFS Joint Divisional Staff Meeting (2 per term)

· Preparation: Review any documentation, the minutes from the previous meeting and the agenda in advance.

· Offer student feedback on topics discussed, you're not expected to provide broader updates.

Appendix 2:

Thanks to 24-25 Chair Evelina Theodosiou for sharing these organisational tips to facilitate the work of the Chair and make the SSLC run smoothly.

· Accept all meeting invites from the department promptly so they're added to your Outlook calendar. Make a personal note of them too, to avoid confusion
· Use a digital system like OneNote to organise notes and documents. A folder for SSLC with subfolders by meeting type works well.
· Don't feel you need to do everything alone, the Liaison, Deputy Chair, and Secretary (as well as all the reps!) are there to support you.
· Keep in close contact with your SSLC Liaison; they'll guide you through everything.
· If unsure about your staff meeting agenda point, you can send your notes to your Liaison in advance for feedback.
· Don't worry about speaking in staff meetings, GSD staff is very welcoming, and meetings are always positive.
· Feel free to reach out to previous Chairs, they'll be more than happy to help.
· Set up a group chat with reps (for example, on Whatsapp) for quick, informal communication.
· If an issue seems unclear or outside the SSLC's remit, ask the Liaison for guidance on who to contact.

This is a really important role, you'll be representing all GSD undergraduates, so make sure to approach it with care and commitment. That said, it's also an incredibly rewarding experience. It's such a great opportunity to see how things work behind the scenes, to collaborate with staff across the department, and to genuinely help make a difference for students.

It is a big responsibility, but if you stay organised and bring passion to the role, you'll be absolutely fine.

Appendix 3: SSLC AGENDA

Each meeting normally includes the following items: Chair's Business, Deputy Chair's Business (student comms update), Liaison's Business. The Equity officer also provides updates regularly, especially following Equity committee meetings

A note that, since 23-24, each meeting has also included a student-led discussion (where the liaison does not necessarily attend, but receives some notes from the Chair/Secretary). It is useful to circulate the topic of the student-led discussion in advance, so that reps can start thinking about it.

The majority of agenda points will be identified closer to each meeting, depending on which projects the SSLC is working on. The agenda points listed below, however, are useful to consider each year. Thanks to former Liaison officer Gioia Panzarella for providing the summary below.

WHEN		WHAT
Summer prep		Liaison arranges elections of new reps
Welcome week		What to expect from your first year in GSD (student-led session)
		Elections take place (nominations open in welcome week)
TERM 1	Week 3	Welcome and round of introductions Discussion on the role of the rep and strategies to keep in touch with the student body (Instagram?) Presentation of the roles: Chair, Deputy Chair, Secretary, Liaison Intro to the Charter and the previous year's Final Report Dates and time of the next meetings Welcome week feedback / Start of year induction feedback Presentation and feedback gathering on the Handbook updates Presentation and feedback gathering on the Skills session programme for Term 1 *Normally this meeting is quite packed, some of the points may be postponed to the second meeting in week 5.*

	Week 5	External examiner report presented by Head of Department or Director of Undergraduate Studies Pending issues from the previous years' annual report
	Week 9	Election of the Equity Officer Pending issues from the previous years' annual report
TERM 2	Week 3	Presentation and feedback gathering on the Skills session programme for Term 2 Consultation on NSS incentives
	Week 5	Consultation on New modules/Amended modules Consultation on module selection process (including module fair arrangements)
	Week 9	Consultation on Dissemination event Expectations for Term 3
TERM 3	Week 4	Feedback Dissemination Event Presentation and feedback gathering on the Skills session programme for Term 3 Consultation on dates of elections and process
		Elections to be held in mid term 3 to ensure new reps can meet once before end of term
	Week 5	Consultation on monitoring points for the following year Revision of the Charter Co-writing of annual report (questions on achievements and pending issue only)
	Week 9	First meeting of the new committee/election of new leadership team (typically via Teams)