

**ST HILDA'S COLLEGE**  
**ASSOCIATION OF SENIOR MEMBERS**

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**Terms of Reference**

**1. ASM Committee**

1.1. The aims of the ASM Committee are to foster dialogue, sense of community and opportunities for life-long engagement between individual members of the ASM and College for the benefit of both; and to enhance and promote the profile and the on-going success of College.

1.2. To achieve these aims the ASM Committee will:

- i) promote and raise the profile of College through whatever channels may be appropriate;
- ii) as far as possible be representative of a range of ages, degree subjects, expertise and interests of the ASM and of the St. Hilda's Networks;
- iii) to support life-long engagement between members of the ASM and College, promoting and actively encouraging participation for year groups at key anniversary moments
- iv) to in consultation with College's Governing Body consider, and as appropriate provide input to, College's strategy, business plans and fundraising campaigns via the DAC, for example by presenting ideas, joining discussions and/or identifying individuals with the right expertise to assist College;
- v) support College in its production and funding of alumnae communications;
- vi) select and award the ASM Studentship and fund the Maggs Beale Scholarship;
- vii) support the Development and Alumnae Office by promoting and sharing the annual calendar of events amongst Senior Members;
- viii) facilitate contact between College and the senior members including the St. Hilda's Career Networks;
- ix) foster dialogue between the ASM and the JCR and MCR members, supporting their career development ; and
- x) work within the ASM's financial resources and to a financial plan.

1.3. The ASM will be managed by a Committee.

1.4. The Committee shall consist of:

- 1.4.1. a Chair;
- 1.4.2. a Vice-Chair;
- 1.4.3. a Secretary;

- 1.4.4. a Treasurer;
- 1.4.5. an Editor of the Chronicle;
- 1.4.6. a maximum of ten Ordinary Members including representatives from each crucial anniversary years (i.e. previous years, current years, forthcoming years)
- 1.4.7. a Representative of Governing Body; and
- 1.4.8. the Development Manager, who shall be an ex-officio member.

## **2. Election of the ASM Committee**

- 2.1. The Members of the ASM shall elect the Committee from amongst their number.
- 2.2. All Members of the ASM shall be eligible for election to the Committee subject to the limitations of these Terms of Reference.
- 2.3. Elections, to fill vacant positions on the Committee, shall take place at the Annual General Meeting, which will normally occur during the Summer Garden Party or September Gaudy.
- 2.4. The Members of the ASM shall nominate candidates for election to the ASM Committee, where appropriate with the assistance of the Development and Alumnae Relations Office in order to identify suitable candidates.
- 2.5. After consultation between the candidates, the ASM Committee and the Development Office where needed, nomination for election shall be notified by a proposer and seconder in writing to the Secretary of the ASM Committee and with the consent of the candidate.
- 2.6. The names of candidates will be publicised to the Members of the ASM at least six weeks prior to the Annual General Meeting.
- 2.7. Further nominations may be made by the Members of the ASM up to one month before the Annual General Meeting and should be made in writing, delivered by mail or email, to the Secretary, with the consent of the candidate.
- 2.8. Where the total nominations received exceed the vacancies on the ASM Committee a ballot shall be held at the Annual General Meeting. A ballot sheet will be distributed at the start of the Annual General Meeting and the results of the ballot announced at the conclusion of the Annual General Meeting.
- 2.9. Where a vacancy arises on the ASM Committee between Annual General Meetings the ASM Committee may co-opt a member of the ASM to fill the vacancy until the Annual General Meeting.
- 2.10. The Representative of Governing Body shall not be elected, but a nomination made by the Governing Body shall be commended to the meeting and announced at the Annual General Meeting.

## **3. Frequency and record of meetings**

- 3.1. The Committee shall meet in College no fewer than three times in person or virtually in each year, one of these meetings being prior to the AGM. For each meeting the quorum shall be eight members. Each meeting shall be recorded by the Secretary.

## 4. Terms of Office

### 4.1. The Chair

4.1.1. shall hold office for a term of three years which may, should the Chair be willing and should the majority of the ASM Committee be in favour, be extended by a further year.

4.1.2. shall not be eligible for immediate re-election as Chair following expiry of his/her term.

4.1.3. should he/she retire early, shall be replaced by a new Chair who shall be elected to serve a full three-year term.

4.1.4. The Chair shall serve as a member of the Development Advisory Committee (DAC), which is a standing committee of Governing Body. At each DAC meeting (one per term) the Chair shall be responsible for representing the SMT and giving a Senior Members perspective to the Governing Body.

4.1.5. The Chair represents the views of the ASM and speaks on their behalf at key functions; this includes chairing and hosting speaker events and similar duties. Key events may include the College Gaudy, Garden Party and AGM and selected high profile events (including London events) to support any of College's campaigns. Attendance requirements would be decided in accordance with the ASM Committee and College; this aspect of the role can be shared with the Vice Chair or other office bearers to avoid it becoming too onerous for the office bearer.

4.1.6. The Chair shall be responsible for ensuring that meetings are run effectively, keeping focus on priorities whilst giving the best use to the time available. The Chair shall make sure that all members of the ASM Committee have equal opportunities of participation and decision making.

### 4.2. The Vice-Chair

4.2.1. shall be appointed from the elected members of the ASM Committee.

4.2.2. shall serve a term of three years which may be extended by a further year where no elected Member puts him/herself forward to act as Vice-Chair.

4.2.3. shall take the place of the Chair where the Chair is absent.

4.2.4. The Vice-Chair shall be responsible for supporting the activities leading to the fulfilment of the ASM Committee's objectives; identifying priorities and assisting the Chair in developing meeting agendas. The Vice-Chair shall strive to facilitate communication between members of the ASM Committee. The Vice-Chair shall be responsible for substituting the Chair when he/she is absent or excused in any of the meetings. In such a case, the Vice-Chair shall take the responsibilities of the Chair.

### 4.3. The Secretary, the Treasurer and the Editor

4.3.1. shall each initially hold office for a term of three years.

4.3.2. shall be eligible for a further three-year term, after which he/she shall not be immediately eligible for a further term of office in the same role.

4.3.3. The Secretary shall work effectively with the members of the ASM Committee and shall be responsible for convening meetings, taking notes and action points of each meeting, identifying agenda items for forthcoming meetings and for recording minutes of the meetings. The Secretary shall further register attendance of members, take apologies in advance of meetings, report any office vacancies, receive notices and perform other duties that the Chair and Vice Chair deem necessary. To ensure that the meetings are run effectively, an ordinary member may help the secretary in performing these duties.

4.3.4. The Treasurer shall be responsible for preparing and reporting on a budget plan of the year, monitor expenditures, report anomalies and determine whether sufficient funds are available to fulfil the activities and plans proposed by the members of the ASM Committee. The Treasurer shall liaise with the College Accountant to check and sign off the draft ASM accounts, which will then be submitted to the AGM and be included in The Chronicle.

4.3.5. The Editor shall be responsible for identifying, by her/his own initiative or in conjunction with other members, news, stories or notices suitable for publication in The Chronicle. The Editor shall be responsible for writing, proof reading, editing and preparing articles, news and notices regarding the College and Alumnae, which will then go forward for publication in The Chronicle.

#### 4.4. Ordinary Members, Representative of Governing Body (usually the Development Director) and the Development Manager

4.4.1. Ordinary Members and the Representative of Governing Body shall serve a term of three years and normally shall not immediately be re-eligible.

4.4.2. There will normally be three new Ordinary Members elected each year, from forthcoming anniversary year groups

4.4.3. Where an Ordinary Member is elected to an Officer post, a new Ordinary Member shall be elected to serve the remainder of his/her term.

4.4.4. When an Ordinary Member retires before the end of his/her term, a new Ordinary Member shall be elected to serve the remainder of his/her term.

4.4.5. Ordinary Members shall participate in meetings to avoid lack of quorum and decide on any of the issues subject to vote. The ordinary members shall advise and give opinion on activities, events and plans that fulfil the aims of the ASM Committee; second or reject any of the propositions put forward by any of the members of the ASM Committee. When necessary liaise with different institutions, administrators or organisations and engage in any other way in order to fulfil the purposes of the ASM Committee.

4.4.6. The Representative Governing Body member shall be responsible for directly liaising the Governing Body and the ASM to support the work and understanding of both, this relates to wider strategy and representation.

4.4.7. The Development Team shall be responsible for liaising with the Committee about the Development team run the alumnae events programme, prepare alumnae communications, and work with Career Networks and student groups.

## 5. Consecutive Terms

5.1. A member of the ASM may be elected by the ASM to fulfil consecutive roles on the ASM Committee, provided that at the time of election the ASM is made aware of the member's previous role or roles on the ASM Committee.

5.2. It shall usually be the case that no member of the ASM shall normally serve longer than 8 years consecutively.

## **6. Voting**

6.1. Voting at ASM Committee meetings shall be by simple majority with the Chair to have the casting vote where the Committee is deadlocked.

6.2. Where a member of the ASM Committee has an interest in a matter before the ASM Committee they shall remove themselves from the discussions on that matter and shall not take part in any vote on that matter.

## **7. Amendment of the Terms of Reference**

7.1. Members can propose amendments to these terms at any of the meetings. The proposed amendments will be publicised to the members of the ASM Committee no later than four weeks prior to the Annual General Meeting. The amendments shall take effect only after being agreed in the Annual General Meeting.

(10/08/2022)