

Sub-Warden Committee

Terms of Reference

Category: Terms of Reference

Version 1

First ratified: May 2021

1. Purpose

- 1.1. The Sub-Warden Committee exists to:
 - 1.1.1. Provide University of Otago students who are Sub-Wardens, an opportunity to voice their concerns and communicate directly with the Otago University Students' Association (OUSA);
 - 1.1.2. Provide Sub-Wardens a space to share and collaborate on events and initiatives within Colleges.

2. Interpretation

- 2.1. In this policy, unless the context otherwise requires:
 - 2.1.1. Committee means the Residential Committee;
 - 2.1.2. College means any entity, recognised by the University of Otago as a Residential Colleges;
 - 2.1.3. College Committee means the OUSA committee of all the College representatives.

3. Membership

- 3.1. The membership of the Committee shall consist of:
 - 3.1.1. The OUSA Residential Representative, who shall act as Chair and convene meetings of the Committee;
 - 3.1.2. The OUSA President;
 - 3.1.3. A representative from Te Roopu Māori;
 - 3.1.4. A representative from University of Otago Pacific Islands Students Association;
 - 3.1.5. An international student representative;
 - 3.1.6. At least one representative from each College, including affiliated Colleges;
 - 3.1.7. A representative from UniFlats;
 - 3.1.8. Any other OUSA members or persons appointed by the OUSA executive or co-opted by the Committee.
- 3.2. The membership of the Committee shall be appointed by the OUSA Executive.
- 3.3. Unless otherwise stated, membership shall be for the remainder of the calendar year from the date of appointment.

4. Terms of Reference

- 4.1. The OUSA Sub-Warden Committee shall, where appropriate;
 - 4.1.1. Advise and make recommendations to the Executive regarding any issues or other activities relevant to Sub-Wardens.
 - 4.1.2. Raise issues relevant to their role as Sub-Wardens.
 - 4.1.3. Convene at minimum 4 times, or as needed, during the academic year.

4.1.4. Submit minutes to the OUSA Executive after each meeting.