

# ***Grants Panel Terms of Reference***

Category: Terms of Reference

Version 5

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## **1. Purpose**

- 1.1. The Grants Panel exists to make recommendations to the OUSA Executive Committee for the allocation and receipt of OUSA grants, consistent with the OUSA Grants Policy.
- 1.2. OUSA recognises that affiliated Clubs and Societies may require additional financial support to function, develop and participate in relevant external events.
- 1.3. To encourage the development and improvement of OUSA affiliated Clubs and Societies, and to support the achievements of individual members, the OUSA Executive delegates responsibility to receive and make recommendations on grant applications from the OUSA Executive to the OUSA Grants Panel.

## **2. Membership**

- 2.1. The membership of the panel shall consist of:
  - 2.1.1. The OUSA Clubs and Societies Representative (Co-Chair);
  - 2.1.2. The OUSA Clubs Development Officer (Co-Chair);
  - 2.1.3. The OUSA President;
  - 2.1.4. The OUSA Finance and Strategy Officer;
  - 2.1.5. The OUSA Clubs and Societies 2IC (Secretary);
  - 2.1.6. Two student representatives from:
    - 2.1.6.1. An OUSA affiliated sporting Club; and
    - 2.1.6.2. An OUSA affiliated cultural Club;
  - 2.1.7. One community representative holding relevant expertise in the areas of arts and culture, recreation, sport, or not-for-profit operations.
- 2.2. The student and community representatives are to be selected by the OUSA Clubs Development Officer (CDO).
- 2.3. The membership of the Committee shall be appointed by the Executive.
- 2.4. Unless otherwise stated by Executive motion, membership shall be for the remainder of the calendar year from the date of appointment.

## **3. Meetings**

- 3.1. The Panel shall meet a maximum of 7 times annually:
  - 3.1.1. Meetings shall generally be scheduled evenly across the calendar year.
  - 3.1.2. The Grants Panel shall meet, when possible and practicable, within 10 working days after a Grant Round closing date.
- 3.2. The Grants Panel meetings shall be set by the CDO and at least two weeks' notice of a panel meeting must be given to all panel members.
- 3.3. The quorum for any meeting shall be at least half of its voting members, and an OUSA Executive member must be present.
- 3.4. The OUSA Clubs Development Officer and the OUSA Clubs and Societies Representative shall act as Co-Chairs of the Panel.
  - 3.4.1. If the CDO or Clubs and Societies Representative is absent or the role is vacant at the time of the Panel, the other will act as the sole Chair. Where both roles are vacant or unable to attend the meeting, the Clubs and Societies Manager may act as Chair.

3.5. Minutes shall be taken at each Panel meeting and presented to the OUSA Executive at the next available Executive meeting.

#### **4. Voting and Grant Payment Procedure**

4.1 Each panel member, minus the Secretary, shall have one vote.

4.2 A simple majority will approve or decline each grant application.

4.3 In the event of an equality of votes, the OUSA Clubs and Societies Representative will have the casting vote. In the absence of the Clubs and Societies Representative, the acting Chair will have the casting vote.

4.4 Once a decision has been made regarding the outcome of a grant application, the CDO will take this recommendation to the OUSA Executive for approval, before the grant may be paid.

4.5 Grant recommendations made by the Panel shall be ratified and paid upon approval by the Executive. Prior to ratifying the recommendation, the Executive can:

4.5.1 Request more information from the Chairs of the Grants Panel about a grant recommendation and;

4.5.2 Decline a recommendation from the Grants Panel on a grant application, granted they provide sufficient reasoning for declining.

4.6 Any Executive-ratified Grants Committee decisions are final.