



Student Advisory Committee – Terms of Reference

College of Paramedics

Author	First approved	Last reviewed	Next review
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Student Advisory Committee – Terms of Reference (ToR)

1. Introduction

- 1.1 The College of Paramedics' core aims are to enhance healthcare and save lives through the advancement of education, training and continuing professional development within the paramedic profession. These strategic aims are overseen by the Board of Trustees (the Board) of the College of Paramedics (the College).
- 1.2 The Board sets aims, objectives and strategy for the College in the interests of College members and the paramedic profession. It is supported by committees of the Board.
- 1.3 This ToR specifically refers to the Student Advisory Committee (SAC).

2. Purpose

- 2.1 This ToR sets out how the SAC will operate and what its role and purpose will be within the context of student membership and representation. This document will be in the public domain and is a point of reference for all board members and those more widely involved within the SAC.
- 2.2 The SAC will:
 - Be responsible for communicating output from the Board of Trustees, as well as other key activities of the College to its student members
 - Survey student members and receive feedback to allow the Chair (Student Trustee or Alternate) to report on matters affecting students across the UK
 - Provide the Chair of the SAC with regional updates to promote discussion of regional challenges facing students; which in turn will feed into a report to the Board of Trustees
 - Oversee the provision of the College of Paramedics National Student Conference (UKSPC)
 - Manage the student specific social media accounts as per in accordance with the College's social media policy.
 - Work with and advise the Marketing Manager to produce an ongoing strategy to increase student membership, and to improve the conversion of student to full member status
 - Provide a platform for regional and national discussion of ideas and activities to engage with and support all student members.

3. Membership and Quorum

- 3.1 The SAC will have student and full member representatives from the College Board and College membership:
 - Chair – Student Trustee or Student Alternate (Board of Trustees)
 - Vice-chair – Student Alternate or Student Trustee (Board of Trustees)

 - Regional Representative – England (north) (from local membership)

- Regional Representative – England (south) (from local membership)
- Regional Representative – Northern Ireland (from local membership)
- Regional Representative – Scotland (from local membership)
- Regional Representative – Wales (from local membership)

- Full Board Trustee – Appointed by the Board in an advisory capacity to the SAC.
 - Nominated person to be appointed, but in their absence another Board Trustee may be delegated by the Board to stand in to advise this committee.

3.1.1 Any trustee, trustee official or member may be invited to attend the SAC to provide specialist input or advice.

3.2 Representatives are selected and appointed from the student membership, and will be members of the SAC during their term of tenure.

3.3 Tenure representatives are recruited from the student membership and are selected and appointed on a tenure of one (1) year, that may be extended by a further one year (1) to a maximum of two (2) years.

3.3.1 The appointed Chair and Vice-chair are recruited through an existing mechanism, onto the College board, and will be appointed to serve for a period of two (2) years to ensure continuity of the committee. Where the Chair or Vice-chair completes their program of study and becomes eligible for Full membership of the College, during their two (2) year tenure, a process to recruit a new Chair or Vice-chair will commence. If appropriate the current Chair or Vice-chair will continue in post until a successor is appointed from the existing committee.

3.4 The quorum for meetings will be fifty per cent (50%) which is four (4) members of the SAC, including both the Chair or Vice-chair, or the appointed Board Trustee or their delegate.

3.5 The Chair of the SAC is the elected Trustee Representative for students or Student Alternate. The Vice-chair is the Alternate Representative for students or the elected Trustee. This arrangement offers flexibility as well as continuity. Where such a position is vacant, a casual appointment will be made from within the members of the committee.

3.6 In the absence of a Chair or Vice-chair, the Board Trustee may act as Chair to guide the committee and ensure that meetings and points of action continue to go ahead.

4. Accountability

4.1 The College of Paramedics is a democratic membership organisation. The SAC committee is accountable to the Board of Trustees which is, in turn, accountable to the membership of the College.

5. Review

5.1 The Chair and Vice-chair will produce a short report on the SAC activities and achievements, including any financial performance information, on a yearly basis for inclusion in the Annual Trustee's Report.

5.2 The SAC terms of reference should be updated in accordance with the general policy review process on a three-yearly basis. However, changes can be made at such time as the SAC or the Board of Trustees deems appropriate.

5.3 It is the role of the Chair of the SAC (with guidance from the Board of Trustees where necessary) to oversee the self-assessment by the SAC either directly or by appropriate delegation.

6. Working Methods

6.1 In order to work effectively the SAC will:

- Hold bi-annual meetings, communicating between meetings as the need arises
- Conduct meetings face to face, with the use of telephone or video conferencing, if required
- Provide regular SAC updates to the Board of Trustees, via the Chair/Vice-chair.

6.2 The SAC will need to develop working groups (sub-groups) that address certain aspects of the SAC's work.

6.2.1 The working groups (or sub-groups) will:

- Have representation from members of the SAC
- Report back regularly to the Chair of the SAC, where appropriate, as an agenda item included in the minutes of the SAC meetings
- The Chair and Vice-chair will need to incorporate the achievements of the working group(s) (sub-group) in their report for the Annual Trustee's Report.

7. Meetings

7.1 The SAC will meet two (2) times per annum in advance of the Board of Trustees meetings that coincide best with the national and student conferences (exceptional meetings can be held at the discretion of the Chair and conducted via telephone or video conference).

7.2 Subject specialists may be invited to attend (as required) to provide expertise on a particular agenda item.

7.3 Members of the SAC will be invited to list items for the agenda four weeks prior to each meeting.

7.4 All items for the agenda and any associated papers should be forwarded to the Chair of the SAC by no later than two weeks before each meeting.

7.5 The agenda and papers will be sent to SAC members no later than seven days before each meeting.

7.6 The SAC meetings will be minuted and held as draft until they are reviewed and confirmed at each subsequent meeting. The approved SAC minutes will be made available to the Board of Trustees.

7.7 The College of Paramedics will arrange and fund travel, accommodation and sustenance in accordance with its existing Expenses Policy.

7.8 Administrative support may be requested via the Head of Administrative Services.

End of Document

ToR approved by the Board of Trustees, via email, 25th April 2017.

First review, by Board of Trustees, via email, September 2018