

South East CIPFA Student Network

Terms of Reference

1. NAME

- 1.1 The organisation shall be called the 'South East CIPFA Student Network' (SE-CSN).
- 1.2 SE-CSN is a permanent sub-committee of CIPFA South East (CSE), created to represent and support students and associated issues within the South East region.

2. OBJECTIVES

- 2.1 The principal object of SE-CSN is to support CSE and students within the South East Region through:
- 2.1.1 Independently representing the views and opinions of CIPFA South East students to CSE and the national CIPFA Student Network (CSN).
 - 2.1.2 Supporting students registered in the South East region in their journey through CIPFA qualifications by arranging and promoting supplementary education and training events.
 - 2.1.3 Promoting CIPFA as a qualification to external stakeholders and markets.
 - 2.1.4 Developing the skills, experiences and networks of SE-CSN Committee members, enabling them to represent the views of students, participate actively on CIPFA panels and forums, and contribute positively to relevant discussions.
 - 2.1.5 Creating links with the Student Societies in other regions, other CCAB student societies and regional course providers.

3. MEMBERSHIP

- 3.1 The following classes of person shall be eligible for membership of SE-CSN Committee:
- Registered students of CIPFA or AAT resident and/or studying within the South East region.
 - All other applications for membership of the society shall be made to the SE-CSN Honorary Secretary and considered by the SE-CSN Committee.

4. SE-CSN COMMITTEE

- 4.1 The Committee shall consist of the following:
- 4.1.1 Officers: The role profiles of these can be found in Appendix 1.
 - President
 - Vice President
 - Past President
 - Honorary Secretary
 - Honorary Treasurer
 - Communications Officer
 - Representative from CSE Regional Council.Other officers as the CSN-SE Committee consider necessary
 - 4.1.2 The positions of Vice President, Honorary Secretary, Honorary Treasurer, and Communications Officer are elected annually and hold office for 12 months commencing 1 April. Casual vacancies arising in year may be filled at the discretion of the Committee.
 - 4.1.3 Progress from Vice President to President and from President to Past President is automatic and does not require an election (though it is anticipated that, from time to time, it may not be possible for a student to continue volunteering for the full three years). The SE-CSN members in these six positions are known collectively as the executive.

4.1.4 Additional CIPFA students, including a representative on the CSN, such that the total number of Committee members does not exceed 15.

4.1.5 Such other co-opted members as may be considered necessary by the Committee. Co-opted members of the Committee will exist in an advisory capacity only and will not be entitled to vote.

4.2 The aim to fully represent students from across the region should be taken into consideration when appointing new members. There should be an effort to ensure that students at all levels of the Professional Qualification, from CIPFA's other qualifications (Integrated Qualification for Auditors, CIPFA Apprentices, CIPFA Accredited Counter Fraud etc.), from the different categories of employers (Local Government, NHS, Central Government, Private Sector, etc.), and covering as much as possible of the region's geography are represented.

4.3 New members of the SE-CSN will be invited to join the committee after gaining agreement from the majority of the committee.

4.4 SE-CSN Committee members may remain on the Committee for two years after qualifying. For those holding an executive position (e.g. Past President) this time period may be extended if their term of office falls beyond two years.

5. RESPONSIBILITIES OF THE COMMITTEE

5.1 To fulfil the objectives laid out in section 2.

5.2 To ensure the smooth running of the SE-CSN, principally through:

5.2.1 encouraging all SE-CSN Committee members to participate in Committee activities. Members not actively participating may have their membership reviewed by the President, Vice President & Honorary Secretary.

5.2.2 preparing a development plan that shall be updated annually.

5.2.3 monitoring and measuring the performance and activities of SE-CSN and reporting this to CSE.

5.2.4 reviewing the membership of the Committee, aspiring to full representation (as 4.2), and ensuring succession planning is in place for future years.

5.2.5 establishing and maintaining effective financial control over the activities of SE-CSN and adopting the Financial Regulations of CSE Regional Council.

6. MEETINGS

6.1 Ordinary meetings of the Committee (at least twice a year) shall be held on such dates and at such venues as may be arranged by the Committee. The concentration of students and availability of transport links means that it will usually be most convenient to hold meetings in London, therefore to ensure that those not resident or employed in Greater London remain represented, it will be the usual practice (subject to budget and the approval of the President) to fund their travel.

6.2 The President shall chair meetings; if absent the Vice President shall take the chair. If neither is present a nominee from the floor shall take the chair. The procedure at all meetings shall be at the discretion of whoever has taken the chair.

6.3 A quorum shall be a minimum of one third of the SE-CSN Executive, and a third of the remaining members of the SE-CSN Committee (excluding co-optees). Each member of the SE-CSN Committee shall have one vote and if there is an equality of votes (or in any other situation where a decision cannot be agreed) the Chair of the meeting shall have a second and casting vote.

6.4 Meetings may be held electronically via any means of real time communication; and Committee members need not be co-located to be deemed present so long as they confirm their attendance and are able to contribute to proceedings.

7. CONDUCT OF ELECTIONS

7.1 These rules shall apply to the annual election of Officers. Casual vacancies arising during the year may be filled for the remainder of the year at the discretion of the Committee.

7.2 Nominations will be invited for all vacancies and must be received at least 28 days prior to 31st March of each year.

7.3 A new officer will be elected to the role of Vice President every year. The Vice President will succeed the President after their year as Vice President, if the committee agrees the progression is appropriate. This will give the occupant of the role of President sufficient experience with which they will be able to carry out their role as President effectively.

7.4 CSN-SE will consider all nominations and hold elections for each post.

8. INTERPRETATION AND ALTERATION OF THE TERMS OF REFERENCE

8.1 Any matter arising which is not provided for by the existing terms of reference, or any alteration thereof, shall be dealt with and determined by the Committee in the first instance and CSE Regional Council thereafter.

8.2 No alterations shall become operative unless approved by SE-CSN Committee and CSE Council.

APPENDIX 1 (A1): ROLE PROFILES

A1.1 ROLE STATEMENT – President

A1.1.1 Primary role: The President is head of the SE-CSN, and has executive responsibility for the successful running of the SE-CSN.

A1.1.2 Main duties & responsibilities:

- Act as the head of the SE-CSN, chair SE-CSN meetings, oversee work of any sub-groups, work with other CCAB accountancy bodies, and other external organisations as necessary.
- Provide direction and focus to the SE-CSN for the benefit of the members and students by:
 - Agreeing the medium term strategy for the SE-CSN in conjunction with CIPFA South East Council and reviewing the annual development plan
 - Reviewing and updating Society policy when appropriate
 - Initiating and implementing new ideas to ensure the Society is supporting students in the most up to date way
 - Convening sub-group meetings as required
- Ensure the effective management of SE-CSN committee meetings including (in co-operation with the Honorary Secretary as appropriate):
 - Influencing the Agenda
 - Agree arrangements for dates and venue for meetings
 - Ensuring officers responsible for agenda items produce any relevant papers
 - Chairing meetings
 - Clearing minutes
 - Keeping the Vice-President and other Officers informed and up to date with relevant issues
- The President is required to support the activities of the CSN directly, or through a nominated member of SE-CSN by:
 - Submitting reports
 - attend CSN meetings and contribute to the Regional Forums
 - respond appropriately to issues arising in the South East Region
 - liaise with other CIPFA regions in sharing best practice as appropriate
 - Disseminate and implement regional initiatives at a local level
- Carry out succession planning to ensure the longevity of the SE-CSN through seeking candidates for vacancies/co-options on the executive and the committee.
- Generally support the activities of the SE-CSN including oversight of Student event organisation
- Liaise regularly with the President and Vice President of CIPFA South East Council and attend CSE Council meetings.

A1.2 ROLE STATEMENT – Vice President

A1.2.1 Primary role: The Vice President is to assist the President to fulfil their role, and deputise for the President in fulfilment of any of their responsibilities.

A1.2.2 Main duties & responsibilities

- Attending meetings with SE-CSN sub-groups, other accountancy bodies, and other external organisations as necessary
- Chair committee meetings in the absence of the President.
- Carry out succession planning to ensure the longevity of the SE-CSN through seeking candidates for vacancies/co-options on the executive and the committee.
- Generally support the activities of the SE-CSN including oversight of Student event organisation

A1.3 ROLE STATEMENT – Past President

A1.3.1 Primary role: The Past President is to assist the President to fulfil their role, principally through providing mentoring and a link to the activities of prior years.

A1.3.2 Main duties & responsibilities:

- To provide support and advice to the President and attend committee meetings.
- Carry out succession planning to ensure the longevity of the SE-CSN through seeking candidates for vacancies/co-options on the executive and the committee.
- Generally support the activities of the SE-CSN.

A1.4 ROLE STATEMENT – Honorary Secretary

A1.4.1 Primary role: To ensure the smooth running of the SE-CSN by organising and recording the activities of committee meetings and producing accurate minutes.

A1.4.2 Main duties & responsibilities:

- To convene the SE-CSN regularly for meetings, arrange accommodation, agree agenda items with the Chair, ensure that minutes and other relevant papers are prepared and circulated prior to meetings, prepare minutes of meetings and carry out follow-up action as necessary.
- To liaise with the President to ensure the smooth and competent running of the SE-CSN and its activities
- To invite nominations annually for the next Vice President, Honorary Secretary, Communications Officer, and Honorary Treasurer. To arrange and conduct annual elections for SE-CSN roles.
- Seek/arrange candidates for vacancies/co-options on the SE-CSN.
- Generally support the activities of the SE-CSN.

A1.5 ROLE STATEMENT – Honorary Treasurer

A1.5.1 Primary role: To ensure the SE-CSN remains within the budget available whilst fulfilling its activities.

A1.5.2 Main duties & responsibilities:

- To liaise with the Treasurer of the South East Council and report back at each SE-CSN meeting the actual spend to date, budget and forecasted spend.
- To collect and record as required any expense forms from members of the SE-CSN and where necessary students within the region.
- Seek/arrange candidates for vacancies/co-options on the SE-CSN committee.
- Generally support the activities of the SE-CSN.

A1.6 ROLE STATEMENT – Communications Officer

A1.6.1 Primary role: To lead on promotional, web-related and social media activity for the SE-CSN.

A1.6.2 Main duties & responsibilities:

- To take responsibility for the SE-CSN's email account, ensuring efficient and effective communications with students.
- To liaise with the regional website administrator to ensure that the SE-CSN pages are kept up to date with committee membership, latest meeting papers and any other ad hoc updates.
- To review emerging platforms, ensuring that the SE-CSN's social media account(s) remains relevant.
- To take responsibility for the SE-CSN's social media account(s), leading on the promotion of events and the SE-CSN generally.
- If required, to act as national lead for promotional/social media activity as a co-optee or full member of the CSN.
- Generally support the activities of the Society.