



Terms of Reference Student Commission

Aim of the Commission:

To facilitate & develop volleyball participation, competition & development within tertiary education in Scotland.

Role & Remit of the Commission:

The President and Members of the Student Commission meet at least 3 times per year to:

- promote & develop volleyball participation & competition within tertiary education in Scotland;
- provide for the development needs of the student volleyball sector;
- organise and manage a representative programme for students;
- provide feedback and comment on the delivery of the domestic BUCS competition programme;
- seek administrative support from the offices of the SVA;
- discuss activities carried out in the previous year, and to project forward to arrange the activities for the forthcoming year and subsequent years;
- meet the KPIs determined by the SVA Board, Scottish Student Sport (SSS) and **sportscotland**.

President's Role:

- conducts the meetings;
- acts as the mail recipient for the Commission;
- represents the Commission at meetings of the SVA and at other meetings at the request of the President/ CEO of the SVA;
- co-ordinates the activities of the Commission as a whole;
- authorises grants and expense claims as required to facilitate the work of the Commission;
- reports to the Board and to the members of the Association at the AGM annual Report;
- acts as the main liaison with other Commissions;
- writes or initiates the writing of student volleyball-based material on behalf of the SVA.
- Chairs, in conjunction with the SVA Student Commission, the SSS Volleyball Management Group

Secretary's Role (where applicable this may come under the President's remit):

- prepares the minutes of the meetings and the reports for the Board and the AGM of the Association;



- with the approval of the Commission President prepares the Agendas, the proposed budget of the Commission and presents it to the members and to the Finance Officer/ CEO and SVA President.

Other Member's Role/s & Responsibilities (a Member may co-ordinate more than one function):

- no quorum is required for the Student Commission meetings;
- each member has specific remits ***which may vary depending on the skill set of the members.*** *There should be 7 members* on the Commission (full complement):
 - SSS Chair for men and women (2)
 - Male Student reps (preferably one from Tier 1 & 2) (2)
 - Female Student reps (preferably one from Tier 1 & 2) (2)
 - College rep (1)
- **4 is the minimum** number of members for this commission :
 - 2 x SSS Chair; 2 student reps

The role of the SSS Chairs is set out in the Scottish Student Sport brief outlined below:

- administer a competitive programme for member clubs/ students;
- convene a captains' meeting once per year to consider development issues & matters of general concern. Provide SSS with any agendas & minutes of the meetings that have been held;
- produce an annual report of activity for submission to SSS;
- co-ordinate the selection, training & participation of a SSS representative team;
- represent the student sport sector to the appropriate National Governing Body;
- maintain a detailed record of all transactions in relation of the operation of the sport and submit a financial report to SSS at the end of the year;
- develop a competition/participation programme which ensures academic year-round inter-university competition;
- communicate regularly and clearly with captains and AU Presidents;
- currently student members on the Commission fulfil a general role, representing the views of the student volleyball population and raising agenda topics in response to the student volleyball community. However more specific roles are being considered currently, including a specific remit for promotion and communication;



- similarly the college representative currently has a specific role to represent that sector and address/raise issues specific to college students.