

# Churchill Hall Association Committee

Terms of Reference (updated 12 Jan 2021)

## 1. Purposes

The Churchill Hall Association (CHA) comprises all those who are or have been resident at Churchill Hall, who have had a substantive attachment to the Hall, for a period of one year (or a substantial part thereof)

The purposes of the CHA Committee (CHAC) are

~ to contribute to building an engaged and supportive CHA community

~ to consult with and represent the views of members either to the Hall or to the University

## 2. Functions/Limits of Authority/Delegation/Reporting

Subject to any limits to its authority defined at any time by members of CHA, the CHAC shall work towards carrying out its purposes by

~ organising and holding events, such as an annual dinner

~ publishing materials, such as an annual Newsletter

~ maintaining a website and other forms of social media as appropriate

~ encouraging members to contribute to the life and work of Churchill Hall by contributing, for instance, to the purchase of items or the funding of projects

~ keeping in touch with Hall life, for instance by meeting with members of the JCR

~ encouraging alumni members to give advice and support to current students and young graduates

~ representing the views of members on relevant matters raised by the Hall or the University, or on matters of particular interest to members relating to the Hall or the University

~ doing such other things as it regards as contributing to its general purposes

In doing the above, CHAC may coordinate with other hall associations, with alumni branches, with the Alumni Association and with such other University institutions (for example Residential Life, Alumni Relations) as it sees fit

CHAC shall include a report on its activities in its annual Newsletter, for the information of members

## 3. Membership of CHAC/Quorum/Meetings

Any member of CHA shall be eligible to be a member of CHAC; the Head of Residential Life (North Village), the President of the JCR and its immediate past President (for one year only) shall be (voting) ex-officio members of CHAC

CHAC shall comprise a minimum of four and a maximum of eight appointed members. Appointed members shall serve for periods of three years (1<sup>st</sup> Sept to 31<sup>st</sup> Aug), and shall be eligible for re-appointment

CHAC shall annually invite applications from members of CHA to serve on CHAC, shall review applications and appoint successful candidates. CHAC shall be entitled to co-opt other members, either generally or for a particular item of business

The Officers of CHAC shall be the Chair, the Treasurer and the Secretary; such Officers shall be elected by the members of CHAC from amongst their number, shall serve for a period of three years (1<sup>st</sup> Sept to 31<sup>st</sup> Aug) and shall be eligible for re-election/re-appointment as Officers. Their committee membership terms will be reset to be co-terminus with their periods in office.

Other members of CHAC shall, following consultation, be appointed by the Chair to executive responsibilities such as Communications Officer, Events Officer, Membership Secretary, etc

The quorum of CHAC shall be three of its members, at least one of whom shall be an Officer

Meetings of CHAC shall be ad hoc, but there shall be at least one meeting per annum to include the election of Officers and the appointment and/or co-option of members.