

BAME Committee Terms of Reference

1. GENERAL

- 1.1. These terms of reference are with regards to Lancaster University Students' Union (LUSU) Black, Asian, Minority Ethnic (BAME) Committee, a subcommittee of the Union Assembly as defined in the Union Assembly Bye Laws. In this document referred to as the "committee".
- 1.2. Amendments to this Terms of Reference shall be ratified by the BAME Committee.
- 1.3. Significant amendments to the terms of reference that alter the fundamental purpose or powers of BAME Committee will also be ratified by the Union Assembly.

2. PURPOSE AND POWERS

- 2.1. The BAME Committee shall:
 - 2.1.1. Act as the collective representative body for all self-defining ethnic minority students at Lancaster University.
 - 2.1.2. Foster a community in which ethnic minority students can feel safe, heard, and empowered.
 - 2.1.3. Lead campaigns and activities to benefit the wellbeing, social and academic experiences, and career aspirations of ethnic minority students.

3. MEMBERSHIP

- 3.1. Membership of the International Students' Forum shall be all self-defining ethnic minority full and associate members of Lancaster University Students' Union.

4. ROLES ON THE COMMITTEE

- 4.1. Chairperson, who is responsible for:
 - 4.1.1. The overall success of the committee and its activities.
 - 4.1.2. Liaison with other student leaders, the University, and the Union.
 - 4.1.3. Attending Union Assembly meeting.
- 4.2. General Secretary, who is responsible for:
 - 4.2.1. Overseeing the committee's finances and other resources.
 - 4.2.2. Any administrative tasks required by the committee.
- 4.3. Networking Officer, who is responsible for:
 - 4.3.1. Liaison with student societies, JCRs, and other student groups.
 - 4.3.2. Point of contact for external organisations, with the purview to deliver events to enhance members' employability.
- 4.4. Editor of the Newsletter, who is responsible for:
 - 4.4.1. The regular publication of the BAME Committee Newsletter.

4.4.2. Keeping members informed of opportunities for personal enhancement or the benefit of the student community.

4.5. Events Officer, who is responsible for:

4.5.1. Organising events to bring ethnic minority students together to celebrate, network, socialise, or campaign.

4.6. Social Media Officer, who is responsible for:

4.6.1. Managing the committee's social media accounts, content, and online presence.

4.7. Podcast Host, who is responsible for:

4.7.1. Planning, hosting, and producing the BAME Committee Podcast.

4.8. Project Manager, who is responsible for:

4.8.1. Managing any emergent campaigns or projects to support or enhance the experience of ethnic minority students.

5. RECRUITMENT TO ROLES ON THE BAME COMMITTEE

5.1. All members of the committee may take on any role in accordance with 3. *Membership*.

5.2. Each role may be held jointly by two people, with the agreement of the rest of the committee.

5.3. All roles on the committee may be filled via election or co-option.

5.3.1. Elections will be held in accordance with the Democracy & Elections Byelaw.

5.3.1.1. Only members of the committee shall be eligible to nominate themselves or vote in accordance with 3. *Membership*.

5.3.1.2. The process for nominations and voting may be set at the discretion of the committee.

5.3.2. Co-options will be open to all members of the committee in accordance with 3. *Membership*.

5.3.2.1. Members may be appointed by a simple majority vote of the committee.

5.3.3. In all instances the committee will endeavour to advertise the roles to the best of the ability and attract a wide and diverse pool of candidates.

Approved by BAME Committee:	May 2025
Ratified by Union Assembly:	May 2025