**Student Extracurricular Enrichment Fund Board Terms of Reference**

**Definitions**

**ANU**: The Australian National University

**ANUSA**: The ANU Students’ Association

**‘The guidelines’:** The SEEF Guidelines

**SSAF**: Student Services and Amenities Fee

**SEEF:** Student Extracurricular Enrichment Fund

**Introduction**

1. The Student Extracurricular Enrichment Fund (SEEF) supports and promotes the development of one-off or sustainable extracurricular projects, events, or activities which enhance the student experience by providing benefit to the ANU community, either as distinct, recognisable sectors or as a collective.
2. SEEF is an ANUSA program jointly and collaboratively governed by ANUSA and the ANU and funded through the Student Services and Amenities Fee (SSAF).
3. These terms of reference document ANU and ANUSA’s memorandum of agreement in relation to the operation of SEEF.

**The SEEF Board**

1. There shall be a Student Extracurricular Enrichment Fund Board (‘the board’).
2. The board shall have the following responsibilities:
	1. Within available funding, approve or deny SEEF grants subject to the guidelines;
	2. Approve and make changes to the guidelines;
	3. Make recommendations to advance and promote the SEEF program;
	4. Make recommendations to ANU for the release of SSAF funding to benefit SEEF; and,
	5. Make recommendations for strategic planning for SEEF.
3. The board shall not have supervisory authority over any ANUSA staff members or ANUSA officers. The board may make recommendations to ANUSA officers and staff within the scope of its authority.
4. The SEEF program is subject to the ANUSA Constitution, Regulations and Policies.

**Membership of the board and quorum**

1. The board shall be made up of:
	1. The ANUSA Clubs Officer (Chair);
	2. ANUSA Treasurer;
	3. The ANUSA President; and,
	4. Other individuals appointed by the board from time to time.
2. Any member of the board may appoint an alternate on a temporary or standing basis in writing to the Co-Chairs.
3. A meeting of the board shall be quorate if at least three members are present, at least one of whom is a representative or staff member from ANUSA. Alternates shall count towards quorum.
4. Decisions shall be made by consensus, but otherwise by majority. If there is a tie, it shall be resolved by negotiation or consensus among the co-chairs. Decisions other than grant approvals shall require approval by at least one ANUSA representative, if consensus cannot be achieved.
5. The co-chairs may approve observer attendance.

**The Reference Group**

1. There shall be a SEEF Reference Group
2. The reference group shall have the following responsibilities:
	1. Review the SEEF guidelines;
	2. Provide feedback on the process and its efficacy respective to the interests of each stakeholder group;
	3. Evaluate the demographic usage, success, and promotion of SEEF; and,
	4. Make recommendations to the board for change of the guidelines.
3. The reference group and its members are subject to the ANUSA Constitution, Regulations and Policies.

**Membership of the reference group and quorum**

1. The reference group shall be made up of representatives from the following groups:
	1. The ANUSA Clubs Officer (Chair);
	2. The ANUSA HDR Officer;
	3. Woroni (1);
	4. Interhall Council of Presidents (1);
	5. A student club or society leader appointed by the ANUSA Clubs Officer (1);
	6. Performing Arts clubs leader, appointed by the ANUSA Clubs Officer (1).
2. Any member of the reference group may appoint an alternate on a temporary or standing basis in writing to the Chair.
3. A meeting of the reference group shall be quorate if at least four members are present.
4. The chair may approve observer attendance.

**Administrative arrangements**

1. ANUSA shall appoint an administrator to provide secretarial support for the board and reference group. The board shall meet at least four times per year, with meetings scheduled by the chair in consultation with the membership of the board.
2. The reference group shall meet at least twice per year, with meetings scheduled by the chair in consultation with the membership of the reference group.
3. Meetings may be conducted in-person or via telephone or video conference.
4. Resolutions and grants may be approved out-of-session by circular to board members.
5. An agenda for each meeting shall be developed by the Administrator and approved for release, no less than three weekdays prior to the meeting, by the chair. Decisions taken out-of-session shall be recorded in the minutes of the next meeting.
6. The Administrator shall produce a record of the meetings and circulate this to members.
7. There will be a Clubs and SEEF Administrator appointed by ANUSA, who will usually be a staff member of ANUSA.
8. The Clubs and SEEF Administrator may also be appointed as Administrator.
9. The Clubs and SEEF Administrator shall distribute recommendations of grants for approval or denial to the board by circular fortnightly.
	1. Grants that are denied by decision of the board will be returned to the Clubs and SEEF Administrator for further action and consideration with the application before resubmission may be accepted.

**Alterations to the terms of reference**

1. Alterations to the terms of reference can be made by the Executive of ANUSA at Executive Meetings by a simple majority vote.

Approved by ANUSA

2024