

The Terms of Reference of the Trinity Economic Forum

1. Name:

- 1.1** The University Auxillary shall be known as The Trinity Economic Forum (TEF). Hereafter referred to as 'the Forum'.

2. Objects:

- 2.1** To organise and run a student led forum(s) on economic policy issues.

3. Powers:

- 3.1** To offer students a platform to engage with and contribute to economic discourse at a national level.
- 3.2** To facilitate the sharing of knowledge between students and professionals through, but not limited to, workshops, seminars, talks.
- 3.3** The organisation and running of forums on economic policy issues for students.
- 3.4** The organisation of satellite symposiums on economic policy issues for students.

4. Composition of the Forum:

- 4.1** The forum shall be composed of a Core Committee, a Volunteer Sub-Committee and Supporters.

5. Supporters:

- 5.1** The forum may collect the contact details of Supporters who may be registered students or staff of the college to keep them informed of the operation of the Forum and the events associated with it.
- 5.2** A list of all those supporters who volunteer for work at the Forum must be kept for the purposes of voting eligibility.

6. The Core Committee:

- 6.1** The Core Committee shall oversee the general organization and running of the Forum as well as managing the Volunteer Sub Committee.
- 6.2** The Core Committee will consist of the following officers: Forum Coordinator, Head of Finance, Speaker Liaison, Head of Communications, Head of Logistics, TEF Advocate Coordinator, Workshop Coordinator and one ordinary committee member.
- 6.3** The function of the Core Committee is to act as a core structure for the planning and running of the Forum. The Core Committee represents the Forum.
- 6.4** The Core Committee shall be elected at the Forum's AGM.
- 6.5** Core Committee members may not hold more than one Core Committee position.

7. The Annual General Meeting and General Meetings:

- 7.1 The Annual General Meeting of the Society shall be held after the Forum in the second half of Hilary Term.
- 7.2 Notice of the AGM must be publicised to the supporters no less than three days before the meeting giving the date and time of the meeting and the fact that elections to the Committee will take place thereat.
- 7.3 The meeting shall be open to all members of the College, but only those who have served on the Core Committee or the Volunteer's Sub-Committee shall be entitled to vote.
- 7.4 The Forum Coordinator will chair the AGM and if they cannot be present, the Speaker Liaison or a member of the Core Committee will take their place.
- 7.5 At the meeting, the Forum Coordinator shall read the report of the Core Committees activities, and the election of a new Core Committee shall take place.
- 7.6 The electoral system applied will be first-past-the-post through secret ballot.
- 7.7 Candidates for election for the Core Committee must have served on the Core Committee or the Volunteer Sub Committee at the forum immediately preceding the AGM.
- 7.8 Candidates may stand for more than one election.
- 7.9 In the case of an officer position becoming vacant the Core Committee shall co-opt that person who shall have received the next highest vote to the last person elected to that position at the previous A.G.M. of the Committee until an election may be held. In the event of that person being unavailable or unwilling to take up the position, the executive shall co-opt that person with the next highest number of votes and so on until the position has been filled.

8. The Officers:

- 8.1 The Forum Coordinator shall oversee the general running of the Forum and shall be answerable to the Core Committee. They will be assisted in this task by the Head of Communications.
- 8.2 The Head of Communications shall be responsible for all the correspondence of the Society and shall keep a record of it, and for keeping the minutes of all meetings of the Society and of the Committee and to provide the Secretary of the C.S.C. with a record of the Society's activities during their term of office not later than the date set by the C.S.C. for submission of this report, and shall be answerable to the Committee.
- 8.3 The Head of Finance shall be responsible for all the finances of the Society and the maintenance of accounts and shall have the duty of conducting routine communications with the C.S.C. on financial matters including the provision of estimates for expenditure.
- 8.4 The Speaker Liaison shall be responsible for inviting speakers to the forum, organizing all speaker logistics and managing hospitality during the forum.
- 8.5 The Head of Logistics shall oversee the overall logistical running of the forum and shall have the responsibility of recruiting & organising the TEF volunteers
- 8.6 The TEF Advocate shall be responsible for creating & maintaining the advocate system, marketing the forum to delegates and coordinating the registration process for delegates.

- 8.7** The Workshop Coordinator shall be responsible for the running of the policy workshops, aimed at tackling relevant policy problems, and the production of the TEF policy workshop document.
- 8.8** The ordinary members of the Committee shall be delegated any other duties by the Forum Coordinator as are seen fit.
- 8.9** The Head of Finance and the Forum Coordinator shall be jointly responsible for the financial affairs of the Society. Although the affairs of the Society shall be in general conducted according to the vote of all of the members of the Committee, if the Committee over-rules the advice of the Forum Coordinator and the Head of Finance on a major financial matter or the Committee proceeds in the absence of the Forum Coordinator and the Head of Finance on such a matter, then the Forum Coordinator and the Head of Finance shall either accept responsibility for the decision, or communicate directly and immediately with the Treasurer of the C.S.C. in which case the Committee shall hold responsibility for the consequences of the decision in question.
- 8.10** If only one of the said officers dis-associate themselves from the decision, then the other officer shall assume complete responsibility; neither will the officer disassociating themselves be forced to accept responsibility by the vote of the Committee or of the Society, though they may be called upon to resign by the due process of the Society in which case such former officer shall bring the case to the notice of the C.S.C.
- 8.11** The Head of Finance or the Forum Coordinator or any persons may be requested to appear before the C.S.C., or officer or sub-committee of the C.S.C. to provide information concerning the finances of the Society.
- 8.12** The Head of Finance shall close their accounts on the last day of February of each year and thereafter as soon as may be possible shall arrange for the accounts to be audited as provided by the C.S.C. and these accounts shall be presented to the Committee of the Society and the C.S.C. for approval.
- 8.13** All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers: who shall be the Forum Coordinator, Head of Finance and Head of Communications.
- 8.14A** Core Committee member or a Volunteer may pay out of, or be reimbursed from, the property of Trinity Economic Forum reasonable expenses properly incurred by him or her when acting on behalf of Trinity Economic. A reimbursement may only occur after the expense has been verified by the Core Committee.

9. Amendments:

- 9.1** This terms of reference may be amended by a vote of two thirds of those eligible to vote at an AGM.
- 9.2** Notices of such amendments must be given to the Committee before the time set for such a General Meeting and to the Forum Coordinator of that meeting before they takes the chair.
- 9.3** This terms of reference is binding as and from the date of being approved by both the Society and the C.S.C.