

Scope

This document provides information about Student Minds' Student Advisory Committee (SAC). The Terms of Reference will outline the purpose, membership and function of the group as well as the role and commitment of individual members.

Purpose of the SAC

The purpose of the SAC is to advise Student Minds on major strategic decisions, our programmes, our projects and our policies.

The SAC will be a group of students, recent graduates and Students' Union officers who will bring their personal and lived experiences to help shape the work we do at Student Minds.

Functions of the SAC

Student Minds is committed to ensuring that the Student Advisory Committee is a significant and valued part of the way Student Minds operates. At Student Minds, we believe that students with mental health difficulties are experts by experience, and we aim to capture this knowledge, experience and expertise at every level we operate at.

Key functions of the SAC include:

- Commenting and making advisory recommendations on Student Minds' strategies, programmes, projects, policies and student engagement plans.
- Sharing your experiences, of mental health and in Higher Education, to inform and shape the direction and work of Student Minds.
- Understanding the key wellbeing issues students are facing across a number of UK Universities.
- Promoting Student Minds within members' own networks. Note, however, that this role is advisory and Student Minds does not expect or require you to act as a representative or spokesperson for the organisation.
- Bringing relevant opportunities to Student Minds' attention.
- Proposing relevant agenda items for discussion.

Membership of the SAC

Membership will consist of current students, recent graduates and Students' Union Officers. Sixteen members will be appointed with at least half being current students.

Student Minds will appoint individuals who are enthusiastic, passionate about student mental health and committed to volunteering their time. Student Minds will also be careful to select a diverse

group ensuring a range of lived experiences, demographics, academic courses and institutions are represented.

A term will last for one year (four meetings), but members may apply to do a second term. To ensure new perspective is being brought in, at least half of the membership will be reserved for new members.

Members' commitment

We hope members will be able to fully commit to the role and will support them to the best of our ability to contribute as much as possible. But it is understood that members may sometimes be unable to contribute. We expect the following commitment from all members:

- To attend at least three of the four meetings each year. This may include a mixture of in-person meetings and digital conferencing meetings, depending on the capacity of the volunteers to travel and Student Minds to host.
- To be prepared for all meetings. Including reading the materials in advance of meetings.
- To give advance notice if they are unable to attend a meeting. Should a member be unable to attend a meeting, they are expected to send their thoughts on their papers over to the Student Voice and Equality Lead by email.
- To treat discussions with discretion and confidentiality, not sharing anything discussed or shared in the meeting outside of the meeting unless otherwise agreed.
- The Student Voice and Equality Lead may contact a member directly, outside of a meeting, in relation to something that is their area of interest or expertise. Members are expected to respond, but are only expected to contribute if they are able to do so.
- To act in accordance with Student Minds' policies, where relevant. Members will be informed about what this entails at the first meeting of the SAC.
- To bring attention to the Student Voice and Equality Lead if any conflicts of interests that may arise.

Student Minds' commitment

We recognise that partnership is essential for the group to be successful and impactful. As such, we commit to:

- Emailing out copies of all relevant documents and materials, where possible, a week before each meeting. Physical copies will also be provided at meetings, where necessary.
- Supporting members in their role. They will be supported by Dom Smithies, the Student Voice and Equality Lead.
- Cover travel expenses, in line with our Volunteer Expenses Policy.
- Provide lunch and refreshments at each in-person meeting.
- Feedback how members advice and insight has been used by the organisation.