

Terms of Reference 2019 STUDENT GROUP

1. Introduction

The aim of the Student Group is to help IFST develop its structures, processes and priorities relating to attracting, retaining and developing its student members. As such, the Student Group should comprise student members who have or are willing/able to develop a good understanding of IFST's activities and structures. Ideally the group should look to encourage student participation from across the community.

The Student Group directs and undertakes its work with the support and guidance of the Education and Careers Coordinator. There are formal governance requirements as indicated below. Decisions are to be reached by consensus.

A quorum shall be 3 (including chair and secretary) for decision making.

2. Composition

8 student members makes up the Student Group. All roles are to be held for 1 full academic year with the new group ready to go for start of September to normally align with academic calendar. This encourages new fresh thinking to the group and wider student population and sharing the workload and responsibilities.

Chair:

The Chair of the group will be nominated (and elected should number of applicants exceeds more than one) by the student population and will be recommended to the Chair/ Vice Chair of Education and Careers Committee.

Vice Chair:

The Vice-Chair will be nominated (and elected should number of applicants exceeds more than one) by the student population and will be recommended to the Chair/ Vice Chair of Education and Careers Committee.

Secretary:

The Secretary will be nominated (and elected should number of applicants exceeds more than one) by the student population and will be recommended to the Chair/ Vice Chair of Education and Careers Committee.

Student Reps:

5 student reps will be nominated from the group of student representatives. If more than 5 students have expressed their interest, a small nomination process will be conducted. To become a student representative, applications are made through to Education and Careers Coordinator following nominations by self or by their academics.

3. Number and Nature of Meetings and Activities

The Group may convene as it deems necessary but expected to have 4 meetings (e.g. 2 per semester), of which at least one meeting shall be face-to-face in person (e.g. at Spring Conference). Members are expected to participate in the majority of meetings although this may be via conference call or online where appropriate.

Member who is not present for 2 consecutive meetings will normally be asked to stand down from the group unless there are extenuating circumstances for their absence. Notes will be taken and sent to the Education and Careers Coordinator after meeting.

It is expected that Student Group will set out a yearly agenda of what they wish to accomplish at the start of each academic year, with a minimum of 2 student activities during their term of office.

4. Overall Aims

The high level aims of the Student Group will be:

- To promote IFST and raise awareness of the role IFST plays in the food sector to the student community (undergraduate, post-graduate, and vocational students)
- To recruit student members
- To retain student members
- To support and develop student members for higher grades of IFST membership
- To collaborate with the New Professional Group to facilitate the transition of student members to new professional members.

5. Reporting and communications

To/ from Education and Careers Coordinator

- Summary notes of meetings are to be prepared and shared with the Education and Careers Coordinator.
- Recommendations for action shall be in writing and made to the Education and Careers Coordinator for consideration/approval.
- Student Group to have regular contact with Education and Careers Coordinator – whether via emails or phone calls.
- Provide support and input for student newsletters
- Help shape student awards and competitions

Inter-Student Group

- All student members in the group are expected to fulfil their responsibilities and roles during their term of office.
- Regular communication should include all to ensure everyone are updated on activities.
- Members who are Student Representatives (and sits on the Student Group) are expected to communicate with other Student Representatives on a regular basis for feedback and or ideas

External

- Student Group may choose to communicate with external audiences and stakeholders such as other bodies, institutions, or the general public – however, the group must inform the Education and Careers Coordinator of their plan(s) before approaching external contacts.