

SUBU Summit Chair Honorarium Briefing

The SUBU Summit Chair is responsible for engaging students with the Summit, overseeing the conduct, setting the agenda, holding the Full-Time Officers to account and ensuring that it is held in accordance with SUBU's governance procedures.

The Subu Summit Chair is part of SUBU's Executive Committee and therefore is responsible for providing political, campaigning and representative leadership to the Union.

With this understanding of the expectations put on Part-Time Officers and the voluntary nature of the role, SUBU will be running a pilot scheme for Semester Two to provide an honorarium based on the requirements set out below. Following this pilot scheme, a paper will be taken to the SUBU Trustee Board in June with the results and a decision will be made as to the continuation of the scheme based upon the success of the pilot.

Pilot Scheme Term: February – May 2024

Honorarium: £300

An honorarium will be awarded when:

1. The Chair has attended all SUBU Summit agenda setting meetings throughout the semester
2. The Chair has chaired all SUBU Summits throughout the semester
3. The Chair has attended the Executive Committee meetings throughout the semester. If they are unable to attend, they will provide an appropriate reason for non-attendance accompanied by supporting evidence where relevant as outlined below

Appropriate Reasons for Non-Attendance Guidance

For avoidance of doubt, below is a list of appropriate reasons for non-attendance as decided by SUBU, this list is not exhaustive and should any other reasons arise, these will be assessed on a case-by-case basis by SUBU.

- University and/or course Commitments
- Medical Appointment
- Illness
- Emergency circumstances

Evidence for the above may include extract of timetable, assignment briefs or appointment confirmation. There will be certain circumstances that will not require evidence.