



Wyvern Society Committee
Connecting Community: Past, Present, Future.

Governance and Reporting Guidelines

This document details the accountability frameworks within which the Wyvern Society Committee ('the Committee') and all related sub-committees operate. It provides guidance for the structure of meetings and subsequent reporting expectations.

The Committee is comprised of volunteers. As such, the time and energy of each Committee member is greatly valued and appreciated. Membership of the Committee is intended to be challenging, fun and rewarding. We all serve because of our passion for Queen's College and the Wyvern community, and for them we give our best.

Composition and Structures

Composition of the Committee is determined annually at the Annual General Meeting. It is comprised of a four-member elected Executive Committee (officers), six additional elected members and five ex-officio members. In addition, the Committee can appoint permanent observers and invite casual observers to attend meetings.

Executive Committee:

- Arch-Wyvern
- Deputy Arch-Wyvern
- Secretary
- Treasurer

Ex-Officio Members:

- Master of the College
- Head of Development
- The immediate past Arch-Wyvern
- QCS&SC President
- QCGSC President

Wyvern Society Committee Meetings

The Committee must meet at least three times per year, excluding the Wyvern Society Annual General Meeting. The Committee has taken to holding six meetings per annum, one each in March, May, July, September, November and December. The December meeting usually short and informal, and is followed by an end of year 'thank you' dinner.

Committee meetings include a report each from the Arch-Wyvern, Treasurer and each Ex-Officio member barring the immediate past Arch-Wyvern. In addition, a number of subcommittees also report at meetings.

Committee meetings are forums for robust discussion, innovation and problem solving. Each meeting should generate value for Committee members and the Wyvern Society at large.

Subcommittees

Subcommittees are responsible for organising, supporting and / or otherwise facilitating specific priorities of the Committee. Each subcommittee is chaired by a member of the Committee. Composition of each subcommittee is determined by its respective Chair; membership of subcommittees is open to all members of the Wyvern Society.

Current Subcommittees (2015):

- Communications - - including social media, database, newsletter and *InAeternum* support
- Annual Dinner - - historically held in October, with planning commencing in March at the latest

- Events - - organisation and planning of 'Wyvern Society events' (e.g., spring drinks, golf day)
- Professional Development - - including networking and student engagement

Subcommittees are expected to meet at least once between Committee meetings and are invited to meet more frequently as required. Subcommittee chairs are encouraged to liaise closely with Queen's College staff members and the Wyvern Society Executive Committee, particularly the Treasurer in regards to any expected or proposed costs.

The Executive Committee

It is expected that the Executive Committee gather at least once between each Committee meeting. The Executive Committee is responsible for general oversight of the Committee, including subcommittees, as well as maintaining regular contact with the College. The Executive Committee can provide advice and dispute resolution, and is responsible for ensuring effective and engaged subcommittees.

Reporting

Subcommittee chairs will send a brief report (no more than half a page) detailing key questions, concerns and resolutions to the Arch-Wyvern within three days of each subcommittee meeting. The Arch-wyvern will share these reports with the Executive Committee for feedback and guidance.

Agenda papers (including reports) are sent to the Secretary seven days prior to each meeting for collation and distribution to Committee members no less than three days prior to the subsequent meeting. Reports will generally be taken as read at Committee meetings, allowing more time for discussion, as opposed to presentation.

Minutes of Committee meetings will be circulated no later than ten days after each meeting takes place.

Accountability

The Wyvern Society Committee is responsible for upholding and obeying the *Rules for the Wyvern Society Incorporated*.