



# Student Consultation Management Group

Terms of Reference 2024-25

Student Voice Team  
September 2024

## Brief Description:

The Student Consultation Management Group oversees the day-to-day operations of Student Consultation and is responsible for promoting the forums and meetings at The Open University. The Management Group also oversees Student Voice activities, from Have Your Say Day, Student Voice Week, and staff-facing activities.

## Responsibilities:

1. Promoting and raising the profile of Student Consultation and Student Voice activities within the University at all levels.
2. Setting the agenda for Student Consultation and Student Voice including the Student Consultation Online Forums, Student Consultation Meetings, Student Voice activities, ensuring that University business requiring consultation and engagement with students and student-proposed topics are included, and that an appropriate diversity of students is encouraged.
3. Considering and agreeing action on issues coming out of Student Consultation and Student Voice activities referred to by the Student Voice Team or the OU Students Association.
4. Carrying out and evaluating activities designed to improve Student Consultation and Student Voice activities and support it meeting its objectives.

5. Monitoring the effectiveness of Student Consultation and Student Voice activities, proposing and overseeing implementation of changes as required.

## Membership:

1. The Students Association Vice-President for Student Representation, one other elected Students Association student representative and one other student nominated by the Students Association.
2. Two members of Students Association staff nominated by the Chief Executive.
3. One representative from each of the OU in Ireland, the OU in Scotland and the OU in Wales.
4. A member of staff from each faculty representing Boards of Studies.
5. One member of staff representing the Curriculum Design Panel.
6. One member of staff representing Marcomms.
7. One member of staff representing Academic Services.
8. One representative of Associate Lecturers.
9. Assistant Director, PVC (Students) [Chair].
10. Senior Student Voice Manager, PVC (Students).
11. Student Voice Manager, PVC (Students).
12. Student Consultation Co-ordinator, PVC (Students) [Secretary].
13. Up to four members of University staff agreed for co-option by the Group as required.

## **Mode of Operation:**

The Management Group will meet every 4-8 weeks as required.

Business will also be carried out by correspondence.

