

Ordinance **Appendix B: Terms of Reference of Council Standing Committees and Subcommittees**

College Service Committee, Committee of Academic Board

Terms of Reference

1. Authority

The purpose of the Service Committee is to provide robust oversight and accountability in delivering the Service strategic framework, including abiding by the eight guiding principles identified in King's Strategic Vision 2029, and as applied to Service:

- 1.1 exceptional institution in all that we do, focusing on excellence and making a distinctive contribution to society. This means ... going above and beyond what is expected or contracted of a world class university.
- 1.2 Create an inclusive environment where all individuals are valued and able to succeed. This means ... working to encourage everyone at King's to engage with Service activities no matter who they are.
- 1.3 Build on the accomplishments of our predecessors and improve the university for future generations by providing effective stewardship. This means ... developing approaches which encourage, engender and embed quality Service activities across King's.
- 1.4 Use the best evidence and critical enquiry, and learn from our successes and failures to prepare ourselves for the future. This means ... measuring, evaluating and listening to feedback and continually improving the impact of Service activities.
- 1.5 Enable meaningful connections between our students and staff to local, national and international communities, creating a porous boundary between what we do and those communities with which we engage. This means ... working in effective and empathetic partnerships with community organisations.
- 1.6 Take a holistic approach to Education, Research and Service to enable our students and staff to develop character and wisdom for the benefit of others. This means ... the benefits of Service are clear, actioned and articulated in all that we do at King's.
- 1.7 Demonstrate open mindedness and tolerance and expect to challenge and be challenged in protecting freedom of expression. This means ... inviting challenge from different perspectives and being accessible to different parts of the King's community.

- 1.8 Share an unrelenting ambition to deliver Strategic Vision to make the world a better place. This means ... redefining the public purpose of universities, in the UK and internationally.

2. Duties

The College Service Committee will:

- 2.1. Foster King's intrinsic and unique ethos of Service, by ensuring that an inclusive environment conducive to enabling Service activities is established and maintained across the university.
- 2.2. Champion and support the implementation of the framework for delivering King's Service strategic priorities across all constituencies of the university, including students, staff and alumni.
- 2.3. Be accountable to students and staff for the implementation of the Service Strategic Framework.
- 2.4. Act as a 'sounding board' to feed back to the central service team, and for the central service team to feed into, to develop new ideas and resolve issues arising with the implementation of the framework for Service.
- 2.5. Monitor conditions nationally and internationally and ensure that the university is proactive in the changing public landscape in the context of Service.
- 2.6. Critically review and comment on the Annual Service Report, ensuring accountability back to King's communities in delivering on Vision 2029 in the context of Service.
- 2.7. In support of these duties, the Committee will:
 - 2.7.1 form subcommittees, working groups and task and finish groups as needed.
 - 2.7.2 review the relevance and value of its work and the terms of reference on an annual basis;
 - 2.7.3 review its terms of reference on an annual basis.

3. Composition

- 3.1 The College Service Committee shall be appointed by Academic Board and shall comprise:
 - 3.1.1 Vice President & Vice-Principal (Service) (in the chair)

- 3.1.2 KCLSU Vice President Welfare & Community or nominated representative
 - 3.1.3 KCLSU Vice President Activities & Development or nominated representative
 - 3.1.4 Two student Service representatives
 - 3.1.5 A representative from each Faculty
 - 3.1.6 SERVE Priority Area Representatives
 - Social reform
 - Educational experience (Service -learning)
 - Research impact
 - Volunteering
 - Environmental sustainability
 - 3.1.7 Priority Areas
 - Sanctuary programme
 - Civic Leadership Academy
 - 3.1.8 Innovation
 - Culture
 - Policy Institute
 - Entrepreneurship Institute
 - Commercialisation Institute
 - 3.1.9 King's Health Partners Representative
 - 3.1.10 King's Maths School Representative
 - 3.1.11 A representative for Equality, Diversity and Inclusion
 - 3.1.12 A lay member of the Council
 - 3.1.13 Other officers of the College may also be permitted by the Chair to attend the College Service Committee either permanently or for particular meetings
- 3.2 The following shall have the right to attend meetings of the Committee, but are not members of the Committee:
- 3.2.1 Vice President & Vice-Principal (Education)
 - 3.2.2 Vice President & Vice-Principal (Research)
 - 3.2.3 Vice President & Vice-Principal (London)
 - 3.2.4 Vice President & Vice-Principal (International)
 - 3.2.5 Director, Service Strategy & Planning

- 3.2.6 Director, London Strategy & Planning
- 3.2.7 Chief Operating Officer, Arts & Sciences
- 3.2.8 Chief Operating Officer, Health

3.3 The College Secretary or his/her designate shall act as Secretary to the College Service Committee.

4. Frequency of Meetings

The College Service Committee will meet as required, at least once per academic term.

5. Reporting Procedure

- 5.1 The College Service Committee will regularly report to and advise the Academic Board and, through it, Council on all matters relating to Service.
- 5.2 Papers for meetings will be circulated electronically to members and permanent invitees.