

## **Disabled Students Advisory Board – Terms of Reference**

### **1. Purpose**

The Disabled Students Advisory Board (DSAB) is established to identify, consider, and communicate matters affecting disabled students to the Students' Union. Through this work, the Board supports the Union in enhancing its practices and in fulfilling its commitment to ensuring that all students love student life.

The Board consists of current disabled and neurodivergent students and is supported by the Student Voice Department at Undeb Aberystwyth. Its primary objective is to inform and influence Students' Union decision-making and to contribute to the delivery of at least one significant improvement for disabled students each academic year. The Board also serves as a formal mechanism for providing feedback to the University by responding to institutional queries and communicating additional concerns raised by disabled students.

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### **2. Membership**

Membership of the Board shall consist of:

- 8–12 students who identify as disabled and/or neurodiverse, appointed for the duration of the academic year; and
  - One Full-Time Officer, who shall serve as Chair.
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### **3. Recruitment**

- Members shall be appointed through an annual application process.
  - The Board will seek to maintain a diverse membership, representing a range of academic levels, years of study, and demographic backgrounds.
  - Members may be required to complete an equality monitoring survey to support efforts toward balanced and inclusive representation.
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### **4. Meeting Structure**

- Meetings shall consist of discussion, structured questioning, and open consultation, chaired by the designated Full-Time Officer.
- Sub-groups may be established on a voluntary basis where further investigation or activity is required.

- The Board shall convene two meetings per academic year, each of approximately two hours in duration, held on the Aberystwyth campus.
  - Minutes shall be recorded by a representative of the Student Voice Department, circulated to members for approval, and subsequently shared with relevant stakeholders within the University and the Students' Union.
  - Action points shall be documented and assigned to appropriate Union staff members for implementation.
  - Attendance is restricted to Board members unless the Chair grants prior approval for additional attendees.
  - Key actions and outcomes shall be published on the Undeb Aberystwyth website where appropriate.
  - A quorum of 75% of the student members shall be required for a meeting to take place. If the quorum is not met, the meeting will be rescheduled.
  - As the Board is an advisory body, no formal voting will take place; decisions and recommendations shall be made through discussion and consensus.
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## 5. Expected Commitment

- Members are expected to attend both scheduled meetings each academic year.
  - If a member is unable to attend, they must inform the Chair at the earliest possible opportunity.
  - Members shall treat all discussions and shared information as confidential unless designated for publication.
  - Members are expected to adhere to the behavioural standards of the Students' Union.
  - A member may resign by providing written notice to the Chair.
  - The Union reserves the right to remove a member in cases of repeated non-attendance, misconduct, or breaches of conduct or confidentiality.
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## 6. Review

These Terms of Reference, along with the overall operation of the Board, shall be reviewed annually at the end of each academic year. Revisions may be made to ensure continued effectiveness, relevance, and alignment with institutional priorities and student needs.