

Committees and Forums

A regulation under the constitution of the Palestine Solidarity Campaign

March 2024

Officers Group

- The Officers Group shall be as defined in the constitution (Clause 18.9.1): The Officers Group shall consist of the Chair, Vice-Chairs, Secretary, Treasurer, and up to two others to be elected by the Executive Committee. The Director will be invited to attend all Officer Group meetings. The EC may agree other EC members to attend who shall be entitled to participate fully in the proceedings of the committee other than possessing a vote.
- The Officers Group shall be responsible for ensuring the implementation of policy and for decision-making between Executive meetings.
- The Officers Group shall create and maintain a register of major risks to the PSC and propose recommendations to the Executive Committee for risk mitigation.
- The Officers Group shall be accountable to the Executive Committee.
- The Officers Group must report its decisions to the Executive Committee at every Executive Committee meeting.
- It should meet as required, but at least quarterly to review progress and strategy in relation to political action, communications and fundraising – for which issues it should have specific responsibility.
- It should oversee the implementation and development of the PSC's organising strategy.

Staff and Management Committee

- The SMC shall consist of the Chair, Vice-Chairs, Secretary and Treasurer. The Director and Deputy Directors shall be invited to attend.
- The SMC shall oversee staffing matters.
- The Director shall report to the SMC, with the Chair holding formal management responsibility for the Director.
- The SMC shall monitor the PSC's finances and budget plans.
- The SMC shall review the accounts and finances of the PSC and make recommendations to the Executive Committee.
- The SMC will meet at least quarterly.
- The Director will be entitled to attend and participate to provide professional advice and guidance – except when the Committee is considering issues in relation to the Director themselves.
- It shall be responsible for management of the PSC and its staffing, personnel policies and disciplinary issues, including pay and conditions of service for staff and any statutory responsibilities as an employer.
- It is also responsible for the formal line management of the Director through the Chair – who should have regular 1:1 meetings with the Director. The staff management committee will also meet with other staff individually and collectively as required.
- It shall also establish a protocol setting out the roles and rights of staff for the guidance of both EC members and staff.
- It shall be responsible for the more detailed oversight and drafting of the budget.
- It shall review and advice the EC on the management of PSC finances in line with AGM

policy; the preparation of PSC accounts; the setting and management of budgets; Branch funding; Expenses policy; Membership benefits and services; the use of IT across PSC and the collection and management of subscriptions.

Investigative Committee

- The Investigative Committee shall undertake investigations under the terms of the Complaints Procedure.
- The committee will consist of the Secretary plus two members nominated by and from the Executive Committee, with two further reserve members nominated in the event of a full member being unavailable or needing to withdraw from a particular case.

Consultative forums

PSC Branch Forum

- The Branch Forum shall be a meeting for the interchange of information, discussion and training. The Branch Forum is also a key vehicle for discussion with branches. The Forum has an important role as a consultative body for discussion before and after the AGM about the Annual Plan, progress on implementation and policy. The EC will, where possible, consult on national campaigns and disseminate up to date information on key issues.
- The Branch Forum may make recommendations to the EC, which must be considered and given due weight.
- It shall be open to branches, affiliates and individual members.
- The PSC Branch Forum shall meet physically or virtually at a frequency agreed by the Executive Committee in consultation with the Branch Forum.
- The PSC Branch Forum may make recommendations to the Executive Committee, which must be considered and given due weight.
- The Director and members of staff will be in attendance and participate in the Forum as appropriate as determined by the Director.

Trade Union Advisory Committee (TUAC)

- TUAC shall be the body through which the EC shall consult with and inform all national trade union affiliates. All national trade union affiliates shall be entitled to attend its meetings. It shall normally meet four times a year. The Committee shall nominate 2 representatives of the Trade Union Advisory Committee to the EC annually in the period following the call for EC nominations and prior to the first meeting of the EC following the AGM. Their term of office will be the same as EC members.
- TUAC should be consulted on PSC campaigns and issues that have a direct impact on the members or national trade union affiliates and, also, on general policy and strategy. There is an important role for consulting with affiliated organisations in relation motions, policy and campaigning issues within the formal trade union movement, including TUC, GUF's and the ITUC.

Patrons

- Patrons are honorary positions consisting of prominent pro-Palestinian figures who wish to be associated with and help the campaigning of PSC. They should be used as a sounding board to give input and advice.
- Patrons should be appointed in accordance with a procedure agreed by the EC. In appointing patrons the EC shall have regard to their support of the PSC policies and constitution.
- The role of a patron is not a time limited appointment, however the EC ought to review membership occasionally and, at least every 5 years, to confirm their continued willingness and suitability of each patron to serve.
- Meetings of the patrons shall be convened at least annually. The meetings shall be chaired by the Chair of PSC. The Chair or a Vice-Chair should be responsible for formal liaison on behalf of the EC.