

Committees and Job Descriptions

Van Mildert College Junior Common Room

26th June 2020



Introduction

These are the Committees and Job Descriptions Standing Orders of Van Mildert College Junior Common Room, approved on 26th June 2020.

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Amended in October 2018 by the Executive Committee, Sheehan Quirke (JCR President) and Alastair Hargreaves-McManus.

Amended in June 2019 by the Alastair Hargreaves-McManus, Sheehan Quirke (JCR President) and Sam Humphriss (Head of Technical Committee).

Amended in November 2019 by Alastair Hargreaves-McManus (Webmaster) and Andrew Howell (Vice-President (Development)).

Amended in April 2020 by Kieran Vickers (Outreach Officer) and the Executive Committee.

Amended in June 2020 by the Executive Committee.

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1 The Executive Committee

- 1.1. There are twelve members of the Executive Committee: the President (elected), nine Executive Officers (elected), the Chair (elected) and the Bar Steward (ex officio). The President and other Executive Officers are freely voting members on the Executive Committee, the Chair can vote in accordance with the Operational Standing Orders, and the Bar Steward may not vote.

The President

- 1.2. The responsibilities of the President include:
 - (a) To lead the Executive Committee;
 - (b) To strive to fulfil the aims of the JCR as defined in the Standing Orders;
 - (c) To encourage participation in JCR activities;
 - (d) To ensure that the JCR is in a sound financial position for achieving its aims in future years;
 - (e) To do everything in their power not to jeopardise the position of the JCR;
 - (f) To act as a liaison between ordinary members of the JCR and the wider University;
 - (g) To be sufficiently welfare trained to be able to assist the Senior Welfare Officer in their responsibilities;
 - (h) To oversee the running of the Pastoral phone and instant messaging service(s) during the advertised hours of the Easter Term;
 - (i) To be a member of the Board of Trustees.
- 1.3. The President's term of office is the academic year after they are elected.
- 1.4. The President must be resident within College during their term of office.

The Financial and Commercial Services Officer

- 1.5. The responsibilities of the Financial and Commercial Services Officer (FACSO) include:
 - (a) To produce the JCR annual budget and financial reports;
 - (b) To ensure that accurate accounts are produced for the JCR, including quarterly accounts of spending;
 - (c) To ensure that the JCR complies with tax accounting requirements;

- (d) To ensure that JCR property is appropriately insured;
- (e) To ensure that JCR financial records are kept securely and audited as appropriate;
- (f) To ensure that JCR cash is accurately counted and safely stored and deposited;
- (g) To advise the Executive Committee and JCR on financial matters relating to the JCR;
- (h) To frequently meet with the JCR President;
- (i) To head Treasury Committee;
- (j) To correspond with external parties on behalf of JCR Officers regarding purchasing of goods and services for the JCR;
- (k) To ensure that invoices and reimbursements are checked and paid promptly;
- (l) To oversee the prudent investment of JCR funds for the benefit of the JCR;
- (m) To oversee the maintenance of the gym, including ensuring that the Gym Services Contract is reviewed and renewed annually and that the gym complies with required standards;
- (n) To oversee the collection of formal payments;
- (o) To oversee the running of the JCR commercial services, including the shop, the gym, and Technical Committee;
- (p) To ensure the Shop complies with required standards;
- (q) To hold ultimate responsibility for the actions of the Shop Committee, Gym Committee and the Technical Committee;
- (r) To appoint the head of the Shop Committee, the Gym Committee and the Technical Committee;
- (s) To oversee the maintenance of the JCR website, including payment handler;
- (t) To be a member of the Board of Trustees.

1.6. The FACSO's term of office is the academic year after they are elected.

1.7. Following their term of office, a former Financial and Commercial Services Officer remains responsible for ensuring that the accounts for their term are complete and must attend any audit meetings if necessary.

1.8. The Financial and Commercial Services Officer is guaranteed a room in College but is not required to accept it.

The Communications Officer

1.9. The responsibilities of the Communications Officer include:

- (a) To be responsible for general communication within the JCR;
- (b) To pursue innovative ways to enhance communication;
- (c) To take the minutes of JCR and Executive Committee meetings or delegate this where necessary;
- (d) To ensure that minutes of JCR, Executive Committee and other committee meetings are taken and published within a reasonable time frame;
- (e) To assist in the general administration of the JCR;
- (f) To ensure the College information screens are regularly updated with relevant information;
- (g) To administer the JCR mailing lists;
- (h) To be the primary point of contact for those wishing to send official communications to the entire JCR;
- (i) To ensure the website is kept up to date;
- (j) To ensure all JCR publications are not defamatory or otherwise likely to jeopardise the legal or moral standing of the JCR.

1.10. The term of office of the Communications Officer starts on the first day of Easter Term and ends on the last day of Easter vacation the following year.

The Events Officer

1.11. The responsibilities of the Events Officer include:

- (a) To assist with the coordination and administration of all internal and external events organised by any JCR committee, club or society;
- (b) To assist JCR members who wish to organise a social event;
- (c) To publish the termly Social Calendar;
- (d) To liaise with College staff to ensure that any requirements demanded by University policies are met by JCR events.

1.12. The Events Officer may sit on all JCR committees organising events.

1.13. The term of office of the Events Officer starts on first day of Summer vacation and ends on the last day of Easter Term the following year.

The Formals and Experiences Officer

- 1.14. The responsibilities of the Formals and Experiences Officer include:
- (a) To oversee the organisation of formals including sign-up and seating plans;
 - (b) To assist in the organisation and running of post-formal events in college;
 - (c) To assist the President in maintaining discipline within College, including overseeing discipline at formals;
 - (d) To organise the allocation and interaction between college parents and children;
 - (e) To work to ensure that the student experience at College is as rewarding as possible for JCR members;
 - (f) To oversee all careers related events in College;
 - (g) To act as a liaison between current JCR members and College alumni;
 - (h) To advertise, on behalf of college or the JCR, opportunities that may benefit members' experience, including years abroad, bursaries and careers events.
- 1.15. The term of office of the Formals and Experiences Officer starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.
- 1.16. The Formals and Experiences Officer-elect must organise the Mildert Day formal.

The International Officer

- 1.17. The responsibilities of the International Officer include:
- (a) To represent the views of international students within the JCR;
 - (b) To be the Head International Freshers' Representative;
 - (c) To help international students settle into College and the UK by promoting the JCR;
 - (d) To ensure all international students have access to information about the activities of the JCR;
 - (e) To liaise with the Senior Freshers' Representative about the needs of international students and to organise Freshers' Week as necessary;
 - (f) To serve on the Welfare Campaigns team, in a role agreed with the Welfare Officer.
- 1.18. The term of office of the International Officer starts on the first day of Easter vacation and ends on the last day of Epiphany Term the following year.

The Outreach and Fundraising Officer

- 1.19. The responsibilities of the Outreach and Fundraising Officer include:
- (a) To act as a liaison between outreach committees/projects, the Executive Committee and College officers;
 - (b) To be responsible for the compliance of outreach committees/projects, including providing relevant documentation to the University and ensuring all volunteers have valid DBS certificates;
 - (c) To help outreach committees/projects organise training sessions for their volunteers;
 - (d) To oversee all JCR events run by outreach committees/projects or fundraising committees;
 - (e) To assist with the coordination and administration of all fundraising efforts and events within College;
 - (f) To liaise with Student Community Action and the Colleges Volunteering Steering Group;
 - (g) To organise the annual Outreach Showcase;
 - (h) To sit on all outreach project and fundraising committee interview panels;
 - (i) To conduct an annual review of the financial activity (including fundraising) of the outreach committees and fundraising committees.
- 1.20. The Outreach and Fundraising Officer must sit on all committees organising outreach projects/schemes, unless they are applying to the committee.
- 1.21. The Outreach and Fundraising Officer may sit on all committees organising fundraising events, unless they are applying to the committee.
- 1.22. The term of office of the Outreach and Fundraising Officer starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

The Senior Freshers' Representative

- 1.23. The responsibilities of the Senior Freshers' Representative include:
- (a) To represent the views and interests of first year students to the Executive Committee;
 - (b) To organise JCR activities during Freshers' Week;
 - (c) To head the Freshers' Representatives Committee;
 - (d) To organise the JCR's activities on University open days;

- (e) To head the Open Days Committee;
- (f) To promote the College to prospective students;
- (g) To ensure that the freshers' sections of the website and other published materials are up to date.

1.24. The term of office of the Senior Freshers' Representative starts on the first day of Epiphany Term and ends on the last day of Christmas vacation the following year.

The Senior Welfare Officer

1.25. The responsibilities of the Senior Welfare Officer include:

- (a) To be welfare trained (including Nightline training);
- (b) To maintain and coordinate all welfare activities within the JCR;
- (c) To meet regularly with the Assistant Principal to discuss relevant welfare issues;
- (d) To oversee running of the Talk and Support Campaigns Committee and Pastoral Committee;
- (e) To assist in welfare training for Talk and Support Fresher's Representatives, members of the Pastoral Committee and members of the Campaigns Committee;
- (f) To oversee the running of the Pastoral phone and instant messaging service(s) during the advertised hours during the Michaelmas Term and Epiphany Term;
- (g) To coordinate and oversee the use of the Patterson room as the designated welfare room.

1.26. The Senior Welfare Officer is guaranteed a room in College (for the academic year that makes up most of their term of office) but is not required to accept it.

1.27. The term of office of Senior Welfare Officer starts on the first day of Easter Term and ends on the last day of Easter vacation the following year.

1.28. During the Easter vacation, the Senior Welfare Officer-elect must work with the incumbent as part of the role handover.

The Sports and Societies Officer

1.29. The responsibilities of the Sports and Societies Officer include:

- (a) To liaise directly with the College Sport Manager to ensure that the rules of collegiate sport are fully communicated;

- (b) To ensure that all sports team captains are aware of issues relating to participation in collegiate sport, including: registration, health and safety and general conduct within the system;
- (c) To liaise with the JCR President regarding the awards handed out at Sports Formal;
- (d) To organise the Varsity competition with St Aidan's College and any other similar intercollegiate competitions;
- (e) To organise taster sessions for all sports clubs and societies during Freshers' Week;
- (f) To organise clubs, societies, and committee photos;
- (g) To ensure that all club and society heads are given appropriate support throughout the year.

1.30. The term of office of the Sports and Societies Officer starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

The Chair

1.31. The responsibilities of the Chair include:

- (a) To chair all JCR meetings, where possible;
- (b) To make rulings on interpretation of the Standing Orders as necessary;
- (c) To ensure the fair running of the JCR including elections, interviews, committees, clubs and societies;
- (d) To convene and chair meetings of the Executive Committee.

1.32. The Chair's term of office starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

2 Elected Officers

Student Trustees

- 2.1. The responsibilities of the Student Trustees include:
 - (a) To be trustees of the CIO;
 - (b) To represent the views of student members to the Board of Trustees;
 - (c) To ensure student members are kept informed about the Board of Trustees.
- 2.2. The term of office of the Student Trustees starts on the 1st February and ends on the 31st January the following year.

3 Appointed Officers

The Deputy Chair

- 3.1. The responsibilities of the Deputy Chair include:
 - (a) To deputise for the JCR Chair in interviews and meetings, where necessary;
 - (b) To assist the JCR Chair in their role, as necessary;
 - (c) To take the minutes or ensure that minutes are taken for Treasury Committee and Financial Auditing Committee meetings;
 - (d) To head Constitutional Committee;
 - (e) To ensure that the functions of Constitutional Committee are carried out;
 - (f) To represent Constitutional Committee and report to the JCR as necessary.
- 3.2. The Deputy Chair's term of office starts on the first day of Christmas vacation and ends on the last day of Michaelmas Term the following year.

The Shop Manager

- 3.3. The responsibilities of the Shop Manager include:
 - (a) To head Shop Committee;
 - (b) To oversee the day-to-day running of the Shop, under the Financial and Commercial Services Officer;

- (c) To oversee the running of the Shop during in-college events, as agreed in advance with the committee running the event, under the Financial and Commercial Services Officer;
 - (d) To oversee the distribution of stash;
 - (e) To assist in the maintenance of JCR-owned facilities including the vending machines and card machines, alongside the Financial and Commercial Services Officer.
- 3.4. The term of office of the Shop Manager starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

The Senior DSU Representative

- 3.5. The responsibilities of the Senior DSU Representative include:
- (a) To represent the JCR and MCR within the DSU;
 - (b) To carry out DSU and NUS campaigns with the JCR;
 - (c) To attend all DSU AGM, hustings and Assembly meetings;
 - (d) To report to the MCR Executive Committee on request;
 - (e) To vote on behalf of the JCR on matters raised at the DSU Assembly.
- 3.6. The Senior DSU Representative must act as College Election Coordinator (CEC) in cross-campus elections unless they endorse a candidate.
- 3.6.1. If the Senior DSU Representative cannot act as CEC, then the JCR Chair or JCR Deputy Chair must act as CEC.
- 3.7. The JCR may instruct, by passing an appropriate motion, the Senior DSU Representative how to vote on any issue at the DSU Assembly.
- 3.7.1. If the Senior DSU Representative is unwilling to follow such a mandate they must immediately resign.
- 3.8. The term of office of Senior DSU Representative starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Assistant Events Officers

- 3.9. The term "Assistant Events Officers" refers to both the Assistant Events Officer (External) and the Assistant Events Officer (Internal).
- 3.10. The responsibilities of the Assistant Events Officers include:

- (a) To assist the Events Officer in their role;
 - (b) To deputise for the Events Officer where necessary.
- 3.11. The Assistant Events Officers' terms of office start on the first day of Summer vacation and end on the last day of Easter term the following year.

The DUCKtator

- 3.12. The responsibilities of the DUCKtator include:
- (a) To head the Van Mildert DUCK (Durham University Charities Kommittee) Committee;
 - (b) To take responsibility for the fundraising activities of the committee;
 - (c) To co-ordinate DUCK events in the College, including DUCK week and Mr and Mrs Mildert.
- 3.13. The term of officer of the DUCKtator starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Outreach Directors

- 3.14. The term "Outreach Directors" refers to the following positions:
- (a) Carers Respite Committee Director
 - (b) Community Visiting Scheme Director
 - (c) Environmental Conservation Committee
 - (d) Primary School Project Director
 - (e) Secure Centre Mentoring Scheme Director
 - (f) Young Persons Project Director.
- 3.15. The (individual) responsibilities of the Outreach Directors include:
- (a) To head the relevant outreach committee/project;
 - (b) To report to the Outreach and Fundraising Officer as necessary.
- 3.16. The terms of office of the Outreach Directors start on the first day of Summer vacation and end on the last day of Easter term the following year.

Talk and Support

- 3.17. The responsibilities of Head of Talk and Support Campaigns Committee include:
- (a) To Head Talk and Support Campaigns Committee;
 - (b) To assist and deputise for the Senior Welfare Officer as necessary;
 - (c) To advise the Senior Welfare Officer on campaigns.
- 3.18. The responsibilities of Head of Talk and Support Pastoral Committee include:
- (a) To Head Talk and Support Pastoral Committee;
 - (b) To assist and deputise for the Senior Welfare Officer as necessary;
 - (c) To manage the pastoral phone rota;
 - (d) To advise the Head of Talk and Support Campaigns Committee on campaigns where necessary.
- 3.19. Each of the positions of Head of a Talk and Support Committee can be held jointly by two JCR members.
- 3.20. The terms of office of the Heads of Talk and Support Committees start on the first day of Summer vacation and end on the last day of Easter term the following year.

Head of Decorations Committee

- 3.21. The responsibilities of the Head of Decorations Committee include:
- (a) To head Decorations Committee;
 - (b) To ensure any decorations by Decorations Committee are safe and abide by relevant regulations;
 - (c) To be ultimately responsible for the work of Decorations Committee.
- 3.22. The term of office of the Head of Decorations Committee starts on their appointment in Michaelmas Term and ends on the last day of Easter term the following year.

The Head of Ball

- 3.23. The responsibilities of the Head of Ball include:
- (a) To head Ball Committee;
 - (b) To distribute duties within Ball Committee;

- (c) To oversee the sign-up, seating plans and name cards for balls;
- (d) To oversee the finances and management of Ball Committee.

3.24. The Head of Ball position may be held jointly by two JCR members.

3.25. The term of office of the Head of Ball starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

The Head of Mildert Day

3.26. The responsibilities of the Head of Mildert Day include:

- (a) To head Mildert Day Committee;
- (b) To distribute duties within Mildert Day Committee;
- (c) To oversee the finances and management of Mildert Day Committee.

3.27. The Head of Mildert Day position may be held jointly by two JCR members.

3.28. The term of office of the Head of Mildert Day starts on their appointment in Michaelmas Term and ends on the last day of Easter Term.

The Head of VMCFS

3.29. The responsibilities of the Head of Van Mildert Charity Fashion Show (VMCFS) include:

- (a) To head Fashion Show Committee;
- (b) To oversee the finances and management of Fashion Show Committee and the VMCFS.

3.30. The Head of VMCFS position may be held jointly by two JCR members.

3.31. The term of office of the Head of VMCFS starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

The Webmaster

3.32. The responsibilities of the Webmaster include:

- (a) To organise Website Committee;
- (b) To ensure that the JCR server is kept secure;

- (c) To be the G Suite administrator;
- (d) To liaise with other officers and committees as necessary.

3.33. The term of office of the Webmaster starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Head of Gym

3.34. The responsibilities of the Head of Gym include:

- (a) Being head of Gym Committee;
- (b) Acting as a liaison for Gym Committee.

3.35. The Head of Gym position may be held jointly by two JCR members.

Head of Technical Committee

3.36. The responsibilities of the Head of Technical Committee include:

- 3.36.1. To head Technical Committee;
- 3.36.2. To head Technical Productions Team;
- 3.36.3. To ensure the fair, safe and effective running of those committees.

4 Committees

Ball Committee

4.1. The functions of Ball Committee are:

- (a) To devise, plan and organise the Michaelmas and Summer Balls;
- (b) To prepare for and clear up after each ball;
- (c) To organise the sign-up, seating plans and name cards for balls;
- (d) To organise security and other contractors for balls;
- (e) To coordinate external companies and hired acts for balls;
- (f) To regularly liaise with the relevant College Staff and JCR Officers.

4.2. The membership of Ball Committee is as follows:

- (a) Head of Ball,
- (b) President,
- (c) Events Officer,
- (d) Formals and Experiences Officer, *and*
- (e) Several ordinary committee members.

Mildert Day Committee

4.3. The functions of Mildert Day Committee are:

- (a) To plan and organise Mildert Day;
- (b) To liaise with the JCR and College in the planning of Mildert Day;
- (c) To support the Head of Mildert Day as necessary.

4.4. The membership of Mildert Day Committee is as follows:

- (a) Head of Mildert Day,
- (b) Events Officer,
- (c) Formals and Experiences Officer-elect,
- (d) President-elect, *and*
- (e) Several ordinary committee members.

Fashion Show Committee

- 4.5. The functions of Fashion Show Committee are:
- (a) To organise, publicise and operate the annual Van Mildert Charity Fashion Show (VMCFS);
 - (b) To encourage participation from the JCR, MCR and SCR in the VMCFS.
- 4.6. The membership of Fashion Show Committee is as follows:
- (a) Head of VMCFS,
 - (b) Events Officer, *and*
 - (c) Several ordinary committee members.

Bar Committee

- 4.7. The functions of Bar Committee are:
- (a) To produce the Bar Handbook and ensure that this is published to the JCR;
 - (b) To aid in the organisation and maintenance of the College Bar;
- 4.8. The Bar Committee is headed and convened by the Bar Steward.
- 4.9. The Bar Handbook sets out the number and duties of Bar Committee members and the duties of the Bar Steward additional to their employment contract.

Outreach Committee

- 4.10. The function of Outreach Committee is to enhance communication between the outreach committees of the JCR.
- 4.11. Membership of Outreach Committee consists of the Outreach and Fundraising Officer and the Outreach Directors (as defined in 3.14.).

Carers' Respite Committee

- 4.12. The functions of Carers' Respite Committee (CRC) are:
- (a) To organise an appropriate range of activities aimed at providing respite for the adult carers of young people with mental and physical difficulties in the County Durham area;

- (b) To organise a residential for the siblings of the young people;
- (c) To develop the weekly activities and residential course material;
- (d) To fundraise for such activities;
- (e) To plan and organise the activities;
- (f) To support the CRC Director as necessary;
- (g) To develop relations with the adult carers and their young dependents.

4.13. The CRC has an Executive comprising five members of the committee selected by interview who will meet as required.

4.14. Members of CRC remain members until they leave the JCR, are removed by the Director (in accordance with the Operational Standing Orders) or resign.

Community Visiting Scheme

4.15. The functions of Van Mildert Community Visiting Scheme (CVS) are:

- (a) To liaise with local churches and community groups;
- (b) To establish and maintain relationships between CVS members and elderly members of the local community;
- (c) To organise weekly visits by pairs of CVS members to local elderly people.

Environmental Conservation Committee

4.16. The functions of the Environmental Conservation Committee are:

- (a) To promote environmental awareness in Durham, including organising workshops in local schools;
- (b) To work to conserve green spaces in Durham, including supporting local projects doing this.

Primary School Project

4.17. The functions of the Van Mildert Primary School Project (PSP) are:

- (a) To organise visits by volunteers to local primary schools to organise, run and participate in extra-curricular activities or act as classroom support;
- (b) To fundraise for any materials required and reimbursement of volunteer travel expenses;

- (c) Where required, volunteers must plan, develop and organise weekly club activities;
 - (d) To support the PSP Director as necessary.
- 4.18. The PSP is aimed at children aged 4-11 within the schools and aims to benefit the schools in areas they request without requiring funding or additional support from them.
- 4.19. The PSP consists of:
- (a) The PSP Director
 - (b) One Head of School for each primary school, responsible for liaising with their school and coordinating volunteers in the school
 - (c) Volunteers
- 4.20. The PSP Executive comprises the PSP Director and the Heads of Schools who will meet as required.
- 4.21. Volunteers and Heads of Schools are selected by interview.

Secure Centre Mentoring Scheme

- 4.22. The function of the Secure Centre Mentoring Scheme (SCMS) is to organise visits by volunteers to Aycliffe Secure Centre to aid in the rehabilitation of its residents.

Young Persons' Project

- 4.23. The functions of the Young Persons' Project are:
- (a) To organise weekly school visits in Epiphany Term to two local secondary schools;
 - (b) To organise a residential at Van Mildert College;
 - (c) To fundraise for its activities;
 - (d) To support the YPP Director as necessary;
 - (e) To develop the weekly activities and residential course material;
 - (f) To develop relations with the young people.
- 4.24. The YPP is aimed at pupils in Y10 who are categorised as in the 'middle group', requiring support and encouragement to develop transferable skills such as confidence that will inspire them to go into further and higher education.
- 4.25. The YPP Executive comprises five members selected by interview.
- 4.26. The YPP must have raised at least half of its budget for the year by the start of Epiphany Term or seek approval for the project to continue that year from the JCR Executive Committee.

DUCK Committee

4.27. The functions of the DUCK Committee are:

- (a) To raise as much money as possible by holding various events in DUCK Week and throughout the year;
- (b) To raise awareness of the charities supported by DUCK;
- (c) To assist the DUCKtator with the organisation of DUCK Week.

Green Committee

4.28. The functions of Green Committee are:

- (a) To campaign for Van Mildert College to be environmentally friendly;
- (b) To organise events and initiatives relating to environment issues;
- (c) To help promote environment campaigns at university level;
- (d) To organise the decorations for St Patrick's Day formal.

4.29. Green Committee is an open committee.

Visit Committee

4.30. The functions of Visit Committee are:

- (a) To organise for a current student to meet all visiting students;
- (b) To be responsible for ensuring that their team of Visit Representatives meets and looks after any visitors that are allocated to them.

4.31. Visit Committee is an open committee.

Decorations Committee

4.32. The functions of Decorations Committee are:

- (a) To organise decorations for JCR events as necessary;
- (b) To organise decorations for formals as necessary,
- (c) To assist the head of the committee as necessary.

Gym Committee

- 4.33. The functions of Gym Committee are:
- (a) To maintain the College Gym;
 - (b) To advise on improvements to the gym;
 - (c) To administer the gym membership charge;
 - (d) To ensure that health and safety rules are complied with regarding the gym;
 - (e) To ensure that every member of the gym has completed the induction before using the gym;
 - (f) To undertake induction training at Maiden Castle.
- 4.34. Gym Committee must report to the FACSO as necessary.

Photography Committee

- 4.35. The functions of Photography Committee are:
- (a) To set up and run photography services for JCR events;
 - (b) To ensure that proper provision is made for events requiring photography;
 - (c) To ensure that all JCR photography equipment is properly maintained and to suggest improvements when necessary;
 - (d) To take ultimate responsibility for the hire, maintenance and use of photography equipment
- 4.36. Photography Committee is an open committee.

Shop Committee

- 4.37. The functions of Shop Committee are:
- (a) To ensure the smooth running of the College Shop;
 - (b) To enable the ordering and distribution of stash;
 - (c) To ensure the smooth operation of the vending machines operated by the JCR;
 - (d) To oversee the maintenance of college-owned JCR;
 - (e) To assist the FACSO and Shop Manager as necessary.

Technical Committee

- 4.38. The functions of Technical Committee are:
- (a) To set-up and run technical equipment for JCR events;
 - (b) To liaise with event organisers to ensure that proper provision for technical equipment and staffing is made;
 - (c) To ensure that technical equipment and setup for JCR events comply with safety and University regulations;
 - (d) To organise storage and maintenance of JCR technical equipment;
 - (e) To advise the JCR on purchasing of technical equipment;
 - (f) To aid the development of JCR members' technical skills;
 - (g) To provide technical provision and staffing as a paid service to external parties to contribute to technical costs;
 - (h) To oversee Team Tech.
- 4.39. The function of Technical Productions Team ("Team Tech") is to support Technical Committee in its functions.
- 4.40. Technical Productions Team is an open committee.
- 4.41. The Standing Orders of Technical Committee also govern the Technical Productions Team. The Standing Orders must specify the composition and appointment process of Technical Committee and may set rules for membership of the Technical Productions Team.

Freshers' Representatives and Open Days Committees

- 4.42. The functions of Freshers' Representatives Committee are:
- (a) To plan for the arrival of new students each year;
 - (b) To organise events for the enjoyment of the new students;
 - (c) To do all things reasonably possible to ease the students into college life;
 - (d) To support the Senior Freshers' Representative as necessary.
 - (e) To be present during Freshers' Week (University defined Induction Week) to help the new students.
- 4.43. The membership of the Freshers' Representatives Committee includes:
- (a) The JCR Executive Committee and Executive Officers-elect

- (b) The Head of Talk and Support Campaigns Committee
- (c) The Head of Talk and Support Pastoral Committee

4.44. The functions of Open Days Committee are:

- (a) To plan for the Post-Offer Open Days;
- (b) To organise events for the enjoyment of visiting prospective students;
- (c) To advertise the merits of the College and the JCR;
- (d) To support the Senior Freshers' Representative as necessary.

4.45. The membership of Open Days Committee includes:

- (a) The President,
- (b) The President-elect,
- (c) The Senior Welfare Officer, *and*
- (d) The International Officer.

4.46. Freshers' Representatives Committee members ('Frebs') and Open Days Committee members ('Open Day Reps') have a duty of care towards freshers (new students) and visiting prospective students at Van Mildert College. As part of this duty, all Frebs and Open Day Reps must follow the code of conduct set out by the Senior Freshers' Representative for behaviour during Freshers' Week and Open Days.

- 4.46.1. There must be no physical intimacy between those in a position of responsibility and new students in the early stages of their time at Van Mildert College or visiting prospective students during Open Days.
- 4.46.2. For Frebs, this duty of care will last until the first Wednesday of term after the Freshers' Week in question.
- 4.46.3. For Open Day Reps, this duty of care will last for the duration of the Open Days.
- 4.46.4. If a committee member (of either committee) fails to adhere to this rule, they must immediately be removed from the committee and Open Days Committee and are prohibited from applying, in future, to Open Days Committee, Freshers' Representative Committee or any other committee where a duty of care is required.

Talk and Support

4.47. The functions of Talk and Support Campaigns Committee are:

- (a) To organise welfare campaigns within the JCR;

- (b) To organise welfare events within the JCR including the Sexual Health and Guidance (SHAG) bop;
- (c) To provide specialised welfare support to members of the JCR where the Talk and Support Pastoral Committee cannot;
- (d) To provide sexual health supplies to members of the JCR.

4.48. The functions of Talk and Support Pastoral Committee are:

- (a) To maintain the wellbeing of all students in the JCR;
- (b) To run the pastoral phone service for students in the JCR;
- (c) To be welfare trained by the Senior Welfare Officer and the head of the committee.

4.49. There must be both male and female members of the Talk and Support Pastoral Committee.

Constitutional Committee

4.50. The functions of Constitutional Committee are:

- (a) To scrutinise the decisions of the JCR Chair;
- (b) To decide an election timetable at the start of each term;
- (c) To aid the JCR Chair in the running of elections;
- (d) To scrutinise the running of elections and referenda;
- (e) To scrutinise the activities of the whole JCR to ensure that they comply with the Standing Orders.
- (f) To be responsible for reviewing the Standing Orders and reporting on any problems, difficulties or inconsistencies;
- (g) To draw up proposals to amend the Standing Orders for the benefit of the JCR;
- (h) To approve any proposed amendments to the Standing Orders;
- (i) To review motions submitted by JCR members and examine how they will change the Standing Orders or how the Standing Orders would need to be changed to accomplish the aims of the motion;
- (j) To print a copy of the Standing Orders at the end of every term;
- (k) To obtain and publish (including the creation of a printed copy) the minutes of JCR meetings and meetings of Executive Committee, Treasury Committee and Constitutional Committee;
- (l) To promote a culture of transparency and accountability in the JCR.

4.51. The membership of Constitutional Committee must be as follows:

- (a) The Head of Constitutional Committee (the Deputy Chair)
- (b) The President
- (c) The FACSO
- (d) The Senior Welfare Officer
- (e) The Student Trustees
- (f) Several ordinary committee members.

4.51.1. The ordinary committee members must not be Executive Officers.

Treasury Committee

4.52. The function of Treasury Committee is to oversee the financial operation of the JCR and all clubs, societies and committees affiliated to the JCR.

4.53. The membership of Treasury Committee must be as follows:

- (a) The FACSO (head of the committee)
- (b) The President
- (c) At least 5 ordinary committee members ('Treasurers').

4.54. The ordinary committee members of Treasury Committee must not be Executive Officers.

Financial Auditing Committee

4.55. The function of Financial Auditing Committee is to periodically review JCR financial documents and ensure proper financial conduct of the JCR officials and bodies.

4.56. The JCR FACSO acts as head of Financial Auditing Committee for the purpose of interviews for membership.

4.57. The head of Financial Auditing Committee is elected by its members.

Website Committee

4.58. The functions of Website Committee are:

- (a) To maintain the JCR Website and related services;
- (b) To advise the JCR on computing matters;

- (c) To manage the JCR G-Suite;
- (d) To aid the development of JCR members' computing skills.

4.59. Website Committee is an open committee directed by an executive consisting of:

- (a) The President,
- (b) The FACSO,
- (c) The Communications Officer,
- (d) The Formals and Experiences Officer, *and*
- (e) The Webmaster