

Committees and Job Descriptions

Van Mildert College Junior Common Room

23rd June 2023



Introduction

These are the Committees and Job Descriptions Standing Orders of Van Mildert College Junior Common Room, approved on 23rd June 2023.

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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 collection of formal payments;
- (n) To oversee the running of the JCR commercial services, including the shop, and Technical Committee;
- (o) To ensure the Shop complies with required standards;
- (p) To hold ultimate responsibility for the actions of the Shop Committee, and the Technical Committee;
- (q) To appoint the head of the Shop Committee, and the Technical Committee;
- (r) To oversee the maintenance of the JCR website, including payment handler;
- (s) To be a member of the Board of Trustees;
- (t) To ensure that JCR finances are audited correctly;
- (u) To ensure proper financial conduct of JCR officials and bodies.

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 be responsible for external communications of the JCR;
- (d) To be the primary point of contact for those wishing to send official communications to the entire JCR;
- (e) To ensure the information on the website is kept up to date;
- (f) 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 International Officer

1.14. 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;
 - (g) To be Head of International Committee.
- 1.15. 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

- 1.16. 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.
- 1.17. The Outreach and Fundraising Officer must sit on all committees organising outreach projects/schemes, unless they are applying to the committee.
- 1.18. The Outreach and Fundraising Officer may sit on all committees organising fundraising events, unless they are applying to the committee.
- 1.19. 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

- 1.20. 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.
- 1.21. The term of office of the Senior Freshers' Representative starts on the first day of Easter vacation and ends on the last day of Epiphany Term the following year.

The Senior Welfare Officer

- 1.22. 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.
- 1.23. 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.
- 1.24. The term of office of Senior Welfare Officer starts on the first day of Easter vacation and ends on the last day of Epiphany Term the following year.

The Sports and Societies Officer

- 1.25. 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.
 - (h) To organise and promote major college sports matches such a Floodlit Cup by organising events around these and publicity for them;
 - (i) To liaise with the President and FACSO to develop sponsor-ships and sources of funding for sports teams and societies.
- 1.26. 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

- 1.27. 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;
 - (e) To fulfil the role of Head of Governance Committee;
 - (f) To ensure that the functions of Governance Committee are carried out;
 - (g) To represent Governance Committee.

1.28. 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;
 - (d) To fulfil the role of ordinary members of Governance Committee.
- 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, Governance Committee, Executive Committee, and JCR meetings;
 - (d) To fulfil the role of Assistant Head of Governance Committee;
 - (e) To ensure that the functions of Governance Committee are carried out;
 - (f) To represent Governance Committee and report to the JCR as necessary.
- 3.2. The Deputy 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.
- 3.3. There may be up to two Deputy Chairs.

The Shop Manager

- 3.4. 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.
- 3.5. 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.

Assistant Events Officers

- 3.6. 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;
 - (c) To serve as an Executive Officer, ex-officio, of Decorations Committee.
- 3.7. There may be up to two Assistant Events Officers.
- 3.8. 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.

Outreach Directors

- 3.9. The term "Outreach Directors" refers to the following positions:
- (a) Community Visiting Scheme Director;
 - (b) Environmental Conservation Committee;
 - (c) Primary School Project Director;
 - (d) Young Persons Project Director;
 - (e) Mildert for Refugees Director;
 - (f) Queer Awareness Project Director.
- 3.10. 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.

3.11. 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.

Fundraising Director

3.12. The responsibilities of the Fundraising Director include:

(a) To head the Fundraising Committee;

(b) To report to the Outreach and Fundraising Officer as necessary.

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

Talk and Support

3.14. 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.

3.15. 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.

3.16. Each of the positions of Head of a Talk and Support Committee can be held jointly by two JCR members.

3.17. 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

- 3.18. 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.
- 3.19. 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

- 3.20. 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.
- 3.21. 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

- 3.22. 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.
- 3.23. 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

- 3.24. 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.
- 3.25. 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 Website and Systems Administrator (WASA)

- 3.26. The responsibilities of the WASA 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 administer the JCR's mailing lists;
 - (e) To liaise with other officers and committees as necessary.
- 3.27. The term of office of the WASA starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Head of Technical Committee

- 3.28. The responsibilities of the Head of Technical Committee include:
- (a) To head Technical Committee;
 - (b) To ensure the fair, safe and effective running of those committees.
- 3.29. The Head of Technical Committee's term of office starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

Head of Music

- 3.30. The responsibilities of the Head of Music include:
- (a) To head the Music Committee;
 - (b) To represent the JCR to external parties, including College and Music Durham, on musical matters;
 - (c) To liaise with JCR Executive Officers as necessary;
 - (d) To represent the Music Committee and report to the JCR as necessary.
- 3.31. The Head of Music's term of office starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

Head of Jam by the Lake

- 3.32. The responsibilities of the Head of Jam by the Lake include:
- (a) To head Jam by the Lake Committee;
 - (b) To distribute duties within Jam by the Lake Committee;
 - (c) To oversee the finances and management of Jam by the Lake Committee.
- 3.33. The term of office of the Head of Jam by the Lake starts on their appointment in Michaelmas Term and ends on the last day of Easter Term the following year.

Assistant Financial Officer

- 3.34. The responsibilities of the Assistant Financial Officer (AFO) include:
- (a) To assist the FACSO in their role, as necessary;
 - (b) To fulfil the role of Assistant Head of Treasury Committee;
 - (c) To ensure that the functions of Treasury Committee are carried out;
 - (d) To ensure proper financial conduct of JCR officials and bodies;
 - (e) To scrutinise the decisions of the FACSO and report to the JCR as necessary.
- 3.35. The AFO's term of office starts on the first day of Summer vacation and ends on the last day of Easter Term the following year.

Head of Formals

- 3.36. The responsibilities of the Head of Formals 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.
- 3.37. The term of office of the Head of Formals starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Assistant Senior Freshers' Representative

- 3.38. The responsibilities of the Assistant Senior Freshers' Representative include:
- (a) To assist the Senior Freshers' Representative in their Role;
 - (b) To organise the allocation and interaction between college parents and children;
 - (c) To deputise for the Senior Freshers' Representative where necessary;
 - (d) To fulfil the role of Assistant Head of Freshers' Committee.
- 3.39. The term of office of the Assistant Senior Freshers' Representative starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Head of Internal Communications

- 3.40. The responsibilities of the Head of Internal Communications include:
- (a) To be responsible for communications with JCR members;
 - (b) To ensure members are effectively informed of the ongoings of the JCR;
 - (c) To deputise for the Communications Officer where necessary.
- 3.41. The term of office of the Head of Internal Communications starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Head of External Communications

- 3.42. The responsibilities of the Head of External Communications include:
- (a) To be responsible for communications with Alumni of the JCR;
 - (b) To be responsible for external communications of the JCR;

(c) To deputise for the Communications Officer where necessary.

3.43. The term of office of the Head of External Communications starts on the first day of Summer vacation and ends on the last day of Easter term the following year.

Assistant Sports and Societies Officer

3.44. The responsibilities of the Assistant Sports and Societies Officer include:

- (a) To assist the Sports and Societies Officer (ASSO) in their responsibilities;
- (b) To Deputise the Sports and Societies Officer (SSO) where necessary.

3.45. The term of office of the Assistant Sports and Societies Officer starts from the date of their appointment in Michaelmas Term and ends on the last day of the Easter Term in the same academic year.

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, *and*
- (d) 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) President-elect, *and*
- (d) 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.

Outreach Committee

- 4.7. The functions of Outreach Committee are:
- (a) To facilitate communication between the Outreach Projects in the JCR;
 - (b) To ensure that there is a direct line of communication between the Outreach Directors and Sabbatical Officers;
 - (c) To liaise regularly with the Fundraising Committee;
 - (d) To facilitate communication between the Outreach Projects and the Board of Trustees.
- 4.8. Membership of Outreach Committee consists of the Outreach and Fundraising Officer, Outreach Directors¹, President and FACSO.
- 4.9. The committee must meet at least once per term.

Community Visiting Scheme

- 4.10. 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.

¹as defined in 3.9

Environmental Conservation Committee

- 4.11. The functions of the Environmental Conservation Committee (ECC) 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.
- 4.12. ECC is an open committee directed by an executive consisting of:
- (a) The ECC director;
 - (b) Several executive volunteers.
- 4.12.1. Executive volunteers must be appointed by interview.
- 4.13. ECC has a Schools Sub-Committee that carries out ECC's functions relating to schools.
- 4.13.1. Members of the Schools Sub-Committee ("school volunteers") must be appointed by interview.
- 4.14. ECC has a Campaigns Sub-Committee that carries out the below functions:
- (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.
- 4.14.1. Members of the Campaigns Sub-Committee ("campaigns volunteers") must be appointed by interview.

Primary School Project

- 4.15. 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.

- 4.16. 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.
- 4.17. 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
- 4.18. The PSP Executive comprises the PSP Director and the Heads of Schools who will meet as required.
- 4.19. Volunteers and Heads of Schools are selected by interview.

Young Persons' Project

- 4.20. 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.
- 4.21. 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.
- 4.22. The YPP Executive comprises five members selected by interview.
- 4.23. 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.

Mildert for Refugees

- 4.24. The functions of the Mildert for Refugees (MFR) Project include:
- (a) To identify and support refugees within the Durham community;
 - (b) Plan, develop and run activities at a weekly session during Epiphany term;
 - (c) Communicate and work with Durham City of Sanctuary;
 - (d) Promote an awareness of refugee issues experienced in Durham; and
 - (e) Support the MFR director where necessary.
- 4.25. The MFR project currently aims to run a weekly kids club for a group of refugees.
- 4.26. The MFR committee will consist of:
- (a) The MFR Director;
 - (b) Several Volunteers.

Fundraising Committee

- 4.27. The functions of Fundraising Committee are:
- (a) To raise money for our Outreach Projects;
 - (b) To raise awareness of our Outreach Projects;
 - (c) To liaise regularly with the Outreach Committee.
- 4.28. The membership of the Fundraising Committee is:
- (a) Fundraising Director;
 - (b) Outreach and Fundraising Officer;
 - (c) Events Officer or their delegate;
 - (d) FACSO;
 - (e) President;
 - (f) Several ordinary members.

Queer Awareness Project

- 4.29. The functions of Queer Awareness Project (QAP) are:
- (a) To raise awareness for Queer topics in schools;
 - (b) To plan, develop and run activities at a weekly session during Epiphany term;
 - (c) To communicate and work with local schools;
 - (d) To support the QAP director where necessary.
- 4.30. The QAP committee will consist of :
- (a) The QAP director;
 - (b) Several volunteers.

Decorations Committee

- 4.31. The functions of Decorations Committee are:
- (a) To assist the members of JCR Event Committees with designated responsibility for decorations with the execution of their duties;
 - (b) To assist the Formals and Experiences Officer and their assistant with the provision of decorations for College Formals.
- 4.32. Decorations Committee is an open committee.
- 4.33. Decorations Committee is to be led by an ex-officio Executive, who will be responsible for the function of the committee, consisting of:
- 4.33.1. Both Assistant Events Officers.
- 4.34. The Head of Decorations Committee will be elected by the Executive Officers of Decorations Committee.

Shop Committee

- 4.35. 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

- 4.36. 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.
- 4.37. Technical Committee is an open committee.
- 4.38. Technical Committee may provide technical provision and staffing as a paid service to external parties to contribute to technical costs.

Freshers' Representatives and Open Days Committees

- 4.39. 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.
- 4.40. 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
- 4.41. 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.

4.42. The membership of Open Days Committee includes:

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

4.43. Freshers' Representatives Committee members ('Fleps') 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 Fleps 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.

4.43.1. 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.

4.43.2. For Fleps, this duty of care will last until the first Wednesday of term after the Freshers' Week in question.

4.43.3. For Open Day Reps, this duty of care will last for the duration of the Open Days.

4.43.4. 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

4.44. 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.

4.45. 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.
- 4.46. There must be both male and female members of the Talk and Support Pastoral Committee.

Music Committee

- 4.47. The functions of Music Committee are:
- (a) To enable communication and cooperation between JCR Music Societies;
 - (b) To support the Head of Music as necessary;
 - (c) To encourage the good governance of JCR Music Societies;
 - (d) To coordinate upkeep and storage of JCR music assets;
 - (e) To advise the JCR on investments and improvements to JCR and College music facilities and organisation;
 - (f) To organise musical events with the JCR Music Societies;
 - (g) To promote musical activities and events to JCR members for their personal development.
- 4.48. The Music Committee must include a representative from each of the JCR Music Societies.

Jam by the Lake Committee

- 4.49. The functions of Jam by the Lake Committee are:
- (a) To plan and organise our annual college music festival known as Jam by the Lake;
 - (b) To support the Head of Jam by the Lake as necessary.
- 4.50. The membership of Jam by the Lake Committee is as follows:
- (a) Head of Jam by the Lake;
 - (b) Events Officer;
 - (c) Head of Music Committee;
 - (d) Several committee members.

Governance Committee

4.51. The functions of Governance Committee are:

- (a) To scrutinise the decisions of the JCR Chair and Executive Committee;
- (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 obtain and publish the minutes of JCR meetings and meetings of Executive Committee, Treasury Committee and Governance Committee;
- (k) To assist in the general administration of the JCR;
- (l) To promote a culture of transparency and accountability in the JCR.

4.52. The membership of Governance Committee must be as follows:

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

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

4.52.2. The Deputy Chair assumes the role of Head of Governance Committee if the JCR Chair is no longer able to fulfil the role.

Treasury Committee

- 4.53. The function of Finance Committee is to oversee the financial operation of the JCR and all clubs, societies and committees affiliated to the JCR.
- 4.54. The membership of Finance Committee must be as follows:
- (a) The FACSO (head of the committee)
 - (b) The AFO (assistant head of the committee);
 - (c) The President
 - (d) The Student Trustees
 - (e) Several ordinary committee members.
- 4.55. The ordinary committee members of Finance Committee must not be Executive Officers.

Website Committee

- 4.56. 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.
- 4.57. The membership of the Website Committee must be as follows:
- (a) The FACSO;
 - (b) The WASA;
 - (c) The Communications Officer;
 - (d) Several ordinary committee members.

International Committee

- 4.58. The functions of International Committee are:
- (a) To represent the views and interests of international students at Van Mildert College;
 - (b) To plan and organise events for international students;

- (c) To organise and run campaigns relating to issues facing international students;
- (d) To collaborate with Talk and Support to help maintain the wellbeing of international students.

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

- (a) The International Officer (Head of Committee);
- (b) The Assistant Head of Committee (appointed position).

4.60. The Assistant Head of Committee will assist the International Officer in ensuring the functions of the committee are carried out.

Freshers' Committee

4.61. The function of Freshers' Committee are:

- (a) To represent the views and interests of freshers at Van Mildert College;
- (b) To act as a forum for freshers to ask questions and raise issues;
- (c) To plan and organise events for freshers;
- (d) To organise and run campaigns relating to freshers.

4.62. Freshers' Committee is an open committee directed by an executive consisting of:

- (a) The Senior Freshers' Representative (head of the committee);
- (b) The Assistant Senior Freshers' Representative.

4.63. There must be at least two meetings of Freshers' Committee per academic term.