

Music Committee Standing Orders

Van Mildert College Junior Common Room

2nd February 2022



1 Preface

- 1.1. These are the Standing Orders of the Music Committee (“the Committee”) of Van Mildert College Junior Common Room (“the JCR”).
- 1.2. These Standing Orders are subordinate to the Standing Orders of the JCR
- 1.3. These Standing Orders may be amended by the Committee with approval of the JCR Governance Committee.

2 Membership

- 2.1. The ex-officio members of the Committee are as follows:
 - (a) The Head of Music,
 - (b) The heads of each of the JCR Music Societies,
 - (c) The Head of Tech or their appointed representative.
- 2.2. The ordinary members of the Committee are as follows:
 - (a) The Treasurer,
 - (b) The Secretary,
 - (c) The Publicity Officer.
- 2.3. The ordinary members of the Committee must be appointed by the Head of Music in accordance with the JCR Standing Orders.
- 2.4. The term of office for the the Head of Music and the ordinary members of the Committee is the academic year.

3 Responsibilities

- 3.1. The responsibilities of the Treasurer include:
 - (a) To oversee the finances of the Committee;
 - (b) To encourage financial cooperation between JCR Music Societies;
 - (c) To support JCR Music Societies in financial matters;

(d) To liaise with the JCR FACSO as required.

3.2. The responsibilities of the Secretary include:

(a) To act as secretary to the Committee;

(b) To oversee the JCR music library;

(c) To coordinate use of the College Music Rooms;

(d) To support the maintenance of an inventory of JCR music assets;

(e) To liaise with the JCR FACSO as required.

3.3. The responsibilities of the Publicity Officer include:

(a) To operate social media channels for the Committee;

(b) To oversee the promotion of any events organised by the Committee;

(c) To liaise with the JCR Communications Officer as required;

4 Business

4.1. The Head of Music must organise meetings of the Committee from time to time.

4.2. The Secretary must ensure that accurate minutes of meetings are produced.

4.3. The Committee should endeavour to respect the autonomy of the JCR Music Societies.