

# Standing Orders of Technical Committee

Van Mildert College Junior Common Room

2022



# Introduction

These are the Standing Orders of the Van Mildert College JCR Technical Committee.

These Standing Orders were written by Sam Humphriss (Head of Technical Committee) and approved by the JCR on the 26th June 2019.

These Standing Orders were amended by Dylan Jones (Head of Technical Committee) in 2022.

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# 1 Preface

- 1.1. These are the Standing Orders of the Technical Committee of Van Mildert College Junior Common Room ("the JCR").
- 1.2. The functions of Technical Committee are set out in the JCR Standing Orders.
- 1.3. These Standing Orders may be amended by a simple majority vote of Technical Committee.
- 1.4. Technical Committee falls under the remit of the JCR Financial and Commercial Services Officer ("the FACSO"), and the Head of Technical Committee reports to the FACSO.
- 1.5. It is noted that Technical Committee has significant differences from most JCR committees, particularly owing to its members being, in general, both members of a JCR committee and casual workers of the JCR.

# 2 Membership

- 2.1. Technical Committee is to be an open committee.
- 2.2. It is to be directed by an Executive consisting of the Executive Officers outlined in section 5.
- 2.3. Membership of the committee is dependent on complying with the rules of the committee.
- 2.4. Membership of Technical Committee does not confer a right to undertake work shifts for Technical Committee.
- 2.5. The JCR FACSO is to be a member of the Technical Committee Executive.

# 3 Business

- 3.1. The business of Technical Committee is the execution of the Technical Committee functions as laid out in the JCR Standing Orders.

- 3.2. A distinction is to be drawn between being a member of Technical Committee (joining on request and under the regulation of the JCR Standing Orders), and undertaking work shifts for Technical Committee (conducted as a casual worker of the JCR and under the regulation of the relevant employment law).
- 3.3. All members of Technical Committee are entitled (and encouraged) to attend Tech Training sessions to develop their skills to a suitable level to undertake work shifts.
- 3.4. Work shifts require suitable training based on the nature of the task (e.g. sound vs lighting).
- 3.5. Members cannot complete work shifts without the relevant training.
- 3.6. Work shifts are to be offered to members by the Head of Technical Committee (or by a member of the Executive with delegated authority).
- 3.7. Work shifts will, where possible, have at least one member of the Executive present to act as a supervisor for the shift.
- 3.8. Members are to be paid at the rate stated in their casual worker contract with the JCR.
- 3.9. Members may conduct work shifts as part of an event committee running an event. Work shifts conducted in this fashion are considered duties of the event committee, and therefore are not paid by Technical Committee.
  - 3.9.1. All Technical Committee policy still applies to work shifts conducted in this fashion, including training requirements.
  - 3.9.2. Whether an event committee member, who is a trained member of Technical Committee, completes Technical Committee work shifts or conducts other event committee duties is at the discretion of the event committee leadership.
  - 3.9.3. To give an example, a Freshers' Representative, who is a trained member of Technical Committee, may complete a work shift for a Freshers' Week event. This would be considered part of their duties as a Freshers' Representative and hence would not be paid.
- 3.10. Technical Committee may hire out JCR technical equipment to external parties. This may include the provision of staffing for JCR technical equipment to external parties.
- 3.11. There must be a written procedure for how Technical Committee conducts external hire and/or staffing provision, approved by the FACSO and the Head of Technical Committee, before any such activity takes place.

## 4 Rules

- 4.1. Members must comply with all safety regulations and the rules and procedures set out in the Operational Documentation of Technical Committee.
- 4.2. Members must not act in a manner that is unsafe.
- 4.3. Members must each play their part to ensure Technical Committee has an open and honest safety culture, where concerns are raised and listened to and mistakes are identified and learnt from.
- 4.4. Members must not bring Technical Committee or the JCR into disrepute by their actions.
- 4.5. No external hire may take place that has a negative impact on the ability of the committee to host internal events.

## 5 Executive Officers

- 5.1. Technical Committee is to be overseen by an executive consisting of the following officers:
  - (a) Head of Technical Committee, to be appointed by the FACSO.
  - (b) Deputy Head of Technical Committee, to be appointed by the Head of Technical Committee in conjunction with the FACSO.
  - (c) JCR FACSO
  - (d) A number of ordinary Executive Officers, to be appointed by the Head of Technical Committee, who are deemed to have a substantial level of Tech experience and proficiency.
- 5.2. The first duty of the Executive is to ensure the safe execution of all Technical Committee functions. This includes complying with all relevant Health and Safety guidance, legislation, regulations and documentation.
- 5.3. The Head of Technical Committee holds ultimate responsibility for the function of the committee.
- 5.4. The Deputy Head of Technical Committee is responsible for assisting the Head of Technical Committee in the fulfillment of their duties.
- 5.5. The Technical Committee Executive Officers are to act as a management team for Technical Committee.