

Technical Committee Restructure Proposal

June 2019

1 Introduction

The Van Mildert Technical Committee has seen a steady decline in membership over previous years. At the time of this proposal the responsibility for the whole of the committee in the following year will fall on three final year students. As such it is necessary to restructure and redefine the Technical Committee of Van Mildert College in order to more effectively recruit new talent in the coming years and ensure that events in College are carried out to the highest standard possible. One aspect of this development involves a redrafting of the standing orders of the committee, hence the attached proposal.

The key change within this restructuring plan is that the current committee should be separated into two parts, Technical Productions Team and the governing Technical Committee. The Committee will remain essentially the same as it is in its current form (albeit with well defined responsibilities and procedures), whilst the newly created Technical Productions Team will serve as an easy-to-access group for people with any level of expertise or interest in the technical aspects of events within college. The Technical Committee will oversee the operation of the Productions Team. This group is created to be easily marketable to members of college and aims to provide various labour for events in return for clearly defined and advertised incentives (The specifics of which will be decided on by the Technical Committee in collaboration with the Treasury). It is the hope of the committee that this increase in labour will serve to reduce the workload on individuals in both the Technical Committee and the organising Committees of events.

These changes also aim to enshrine within the JCR standing orders the role of the Technical Committee to arrange external hires as part of an ongoing effort to reduce the associated cost of the committee to the JCR. The committee is currently undergoing talks with external companies and colleges in an attempt to reduce the technical cost of events whilst preserving their quality. By supplementing these savings with hires income it is the hope of the committee that these savings can be reinvested into events, the committee, or into the JCR as a whole. This would serve to offset the cost of Tech to the JCR and should

alleviate the concerns raised in previous years over the issue of the Technical Committee being paid for their expertise and time.

Finally, the current methodology of the committee relies very much of word of mouth and this is a concern should there be a year where every member of tech (and their collective knowledge) is lost. By amending the JCR standing orders to plainly describe the roles of the committee we aim to future proof the technical aspect of the JCR in the event of this worst case scenario.

2 Amendments to the JCR Standing Orders

For Committees and Job Descriptions clause 4.39 substitute the following:

4.39 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 the Technical Productions Team.

After clause 4.39 insert the following new clauses (new 4.40...) as follows:

4.40 The function of Technical Productions Team ("Team Tech") is to support Technical Committee in its functions.

4.41 Technical Productions Team is an open committee.

4.42 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.

3 Standing Orders of Technical Committee

1. Preface

- 1.1. These are the Standing Orders of the Technical Committee of Van Mildert College Junior Common Room.
- 1.2. The functions of Technical Committee are set out in the JCR Standing Orders.
- 1.3. In these Standing Orders the term "committees" refers to both the Technical Committee and the Technical Productions Team.
- 1.4. These Standing Orders may be amended by a simple majority vote held by members of the Technical Committee.

2. Membership

- 2.1. The membership of Technical Committee is determined by a simple majority vote held by members of the committees.
- 2.2. Membership of the Technical Productions Team is given for assisting with the technical aspects of college events.
- 2.3. Membership of the committees is dependent on complying with the rules of the committees.

3. Rules

- 3.1. Members must comply with all safety regulations and must not act in a manner that is unsafe.
- 3.2. Members must not bring the committees or the JCR into disrepute by their actions when representing the committee.
- 3.3. Members must comply with the rules and procedures set out in the Operational Document of the Technical Committee.
- 3.4. No external hire may take place that limits the ability of the committees to host internal events to the standard which is expected.

4. Officials

- 4.1. The available positions and responsibilities within the Technical Committee are defined as follows:
 - (a) Head of Technical Committee
 - (b) Inventory Manager
 - (c) Internal Events Manager
 - (d) Hires Manager

- 4.2. The Head of Technical Committee holds ultimate responsibility for the function of the committees.
- 4.3. The Inventory Manager is responsible for the storage, maintenance, organisation and auditing of the Van Mildert Technical Inventory or the delegation of these responsibilities to a competent member of the Technical Productions Team.
- 4.4. The Internal Events Manager is responsible for the scheduling and planning of the technical aspects of internal events or the delegation of these responsibilities to a competent member of the Technical Productions Team.
- 4.5. The Hires Manager is responsible for the execution of external (outgoing) hires with responsibilities including but not limited to liason with external parties, ensurance of receipt of payments, sourcing new regular hires and possibilities for income or the delegation of these responsibilities to a competent member of the Technical Productions Team.
- 4.6. There is no hierarchy within the Technical Productions Team.