

# Proposed Changes to the Executive Structure and Job Descriptions (Summarised)

Van Mildert College Junior Common Room

April 2020



Amendments proposed by Kieran Vickers (Outreach & Fundraising Officer) and Shanén Nursim (JCR Chair) via the Constitutional Committee of 2019-20.

Document written by Shanén Nursim (JCR Chair) & Lucy Egan (JCR President-Elect)

# 1. The Executive Committee

**This is a new clause that details the layout of the Executive Committee and the voting rights of the Chair and Bar Steward.**

- 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 the Executive Officers are freely voting members on the Executive Committee, the Chair can vote in accordance to 1.23. of this document, and the Bar Steward may not vote as an ex officio.

## The President

**In addition to what has already been mentioned in the original Committees and Job Descriptions of June 2019, it has been agreed that the President should be sufficiently welfare trained (g) and take charge of the Pastoral Phone during the Easter term (h). This is to help the Senior Welfare Officer with their responsibilities and ensure that the role does not affect their academic performance as a university student. Furthermore, in light of the JCR's (Junior Common Room) decision to withdraw from the Durham Student Organisation (DSO), it is important to outline the President's position on the newly formed Board of Trustees as a result of becoming a charity (i, 1.4):**

- To be sufficiently welfare trained to be able to assist the Senior Welfare Officer in their responsibilities
- To oversee the running of the Pastoral phone and instant messaging service(s) during the advertised hours of the Easter term
- The President may serve as a co-opted non-voting member of the Board of Trustees for one year after finishing their role

## The Financial and Commercial Services Officer

**In addition to what has already been mentioned in the original Committees and Job Descriptions of June 2019, it has been agreed that, as a Sabbatical Officer in charge of finances, the Financial and Commercial Services Officer (FACSO) should oversee more than simply the running of the Shop (o, r, s) . The FACSO's compliance with NUS Services Limited (NUSSL) regulations has also been removed as the JCR is no longer a participant of the NUSSL Purchasing Consortium (p). Like the President, the FACSO is also a member of the Board of Trustees, and so it is important that the Constitution reflects this change (t, 1.8):**

- To oversee the running of the College commercial services, including the shop, the gym, and tech
- To hold ultimate responsibility for the actions of the Shop Committee, Gym Committee and the Tech Committee
- To appoint the head of the Shop Committee, the Gym Committee and the Tech

Committee

- To oversee the maintenance of the Van Mildert JCR website, including Stripe
- To be a member of the Board of Trustees
- The Financial and Commercial Services Officer is guaranteed a room in College but is not required to accept it
- The Financial and Commercial Services Officer may serve as a co-opted non-voting member of the Board of Trustees for one year after finishing their role

## **The Communications Officer**

**In addition to what has already been mentioned in the original Committees and Job Descriptions of June 2019, it has been agreed that as part of their role, the Communications Officer also filter out JCR publications that could legally or morally harm the JCR (j):**

- To ensure all JCR publications are not defamatory or otherwise likely to jeopardise the legal or moral standing of the JCR

## **The Events Officer**

**As of Monday 20<sup>th</sup> April 2020, no changes have been made to this role.**

## **The Formals and Experience Officer**

**Formerly known as ‘Vice President: Development’, the role of the Formals and Experience Officer (FEO) has been amended to reflect their new responsibilities. This includes providing oversight of formals (a), events in college (b), college parents (c) and the relationship between the JCR and college alumni (g). Previous roles pertaining to VP: Development have either been removed (e.g. the Development Committee, which VP: Development was formerly the head of, has now been discontinued) or shifted to other roles in the Executive Committee:**

- To oversee the organisation of formals including sign-up and seating plans
- To assist in the organisation and running of post-formal events in college
- To organise the allocation of college parents and interaction of college families
- To advertise, on behalf of college or the JCR, opportunities that may benefit members' experience, including years abroad, bursaries and careers events

## **The International Officer**

**Previously a non-executive role, the International Officer has become an Executive role in order to reflect the increased international presence in our JCR. As a role on the Executive Committee, the Officer will enable the views of international students to be better represented on the Exec and in the JCR as a whole. The basis of the role has been kept the same, with the additional responsibilities of being the Head International Freshers' Representative (b) and serving on the Welfare Campaigns team (f):**

- To represent the views of international students within the JCR
- To be the Head International Freshers' Representative
- To help international students settle into College and the UK by promoting the JCR
- To ensure all international students have access to information about the activities of the JCR
- To liaise with the Senior Freshers' Representative about the needs of international students and organise Freshers' Week as necessary
- To serve on the Welfare Campaigns team, in a role agreed with the Welfare Officer

## **The Outreach and Fundraising Officer**

**Previously referred to as the Outreach Officer, the basis of the Outreach and Fundraising Officer remains the same, with some responsibilities added in order to convey the extension of the role and the expansion of college-wide volunteering. In addition to what has already been mentioned in the original Committees and Job Descriptions of June 2019 under Outreach Officer, the Outreach and Fundraising Officer takes on the following responsibilities:**

- To assist with the coordination and administration of all fundraising efforts and events within college
- To liaise with Student Community Action and the Colleges Volunteering Steering Group
- To sit on all outreach project and fundraising committee interview panels
- To conduct an annual review of the financial activity (including fundraising) of the outreach committees and fundraising committees
- The Outreach and Fundraising Officer may sit on all committees organising fundraising events, unless they are applying to the committee

## **The Senior Freshers' Representative**

**As of Monday 20<sup>th</sup> April 2020, no changes have been made to this role.**

## **The Senior Welfare Officer**

**The responsibilities of this role remain mostly the same as those outlined for VP (Welfare) in the original Committees and Job Descriptions of June 2019, but the name has changed to reflect the removal of the Vice Presidents as a result of us now having two Sabbatical Officers. The only alterations are relating to the co-ordination of the Patterson room (g) and the emphasis on the overseeing of the T&S phone only during Michaelmas and Epiphany terms, as the responsibility is taken on by the President in the Summer term (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
- To coordinate and oversee the use of the Patterson room as the designated welfare room

## **The Sports and Societies Officer**

In addition to the responsibilities outlined in the **Original Committees and Job Descriptions of June 2019**, the **Sports and Societies Officer** now has responsibility for **organising the photos (f)**:

- To organise clubs, societies, and committee photos

## **The Chair**

In addition to the responsibilities outlined in the **Original Committees and Job Descriptions of June 2019**, in addition to the **President**, the **Chair** now has responsibility for **convening meetings of the Executive Committee (f)** and the **chairing of the interviews for committees that they are a member of is clarified (1.33)**:

- To convene and chair meetings of the Executive Committee
- The Chair must not chair interviews for committees that they are a member of or applying to be a member of, excluding the Constitutional Committee and the Freshers' Representatives Committee

## **2. Appointed Officers**

These Officers have been changed from 'Non-Executive Elected' to 'Appointed.'

### **The Deputy Chair**

Formerly known as **Vice-Chair**, the **Deputy Chair** has one new responsibility in addition to those outlined in the **Original Committees and Job Descriptions of June 2019**, and this relates to the **Constitutional Committee** and thus the **increased scrutiny of the Chair (d)**:

- To appoint members to, and head, the Constitutional Committee

### **The Shop Manager**

In addition to the responsibilities set out in the **original Committees and Job Descriptions of June 2019**, it has been made clear in their responsibilities that under the **FACSO**, the **Shop Manager** oversees the **running of the Shop during in-college events (c)** and alongside the **FACSO** assists in the **maintenance of JCR-owned facilities (e)**:

- 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
- To assist in the maintenance of JCR-owned facilities including the vending machines and card machines, alongside the Financial and Commercial Services Officer

## **The Senior DSU Representative**

The responsibilities of the Senior DSU Representative are the same as those set out in the original Committees and Job Descriptions of 2019. However, it has become an appointed role as opposed to an executive one.