

Responsibilities

of the

Committees and Societies

of the

Junior Common Room



Ratified: 3rd March 2011

Appendix F

*This appendix may only be edited in an open meeting of the Executive Committee
with the support of Steering Committee*

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1. General Committee Positions

These are positions that must be uniform across all committees

a. Committee Treasurer

- Meet with the Head of Committee and committee members to create the committee's budget.
- Meet with the Committees Treasurer as required in order to reimburse committee members for their expenses.
- Maintain the Cashbook for their committee and ensure that the Cashbook relates directly to the budget.
- Liaise with Treasurer's Committee if required and send the up-to-date copy of your cashbook to the Assistant Treasurer at least one time per term or when requested.

2. Arts Committee

a. General Committee

Although the name may conjure up many images of paintbrushes and wax crayons, it really is about more than arts and crafts. Constitutionally, it is the role of Arts Committee to produce a number of events throughout the year. The first major one is the Pantomime at the end of the first term which is a fun light-hearted production with lots of festive cheese. The second is Arts Week in the second term. This is a whole week of art related events from life drawing to creative writing intended to get more students involved in the arts and promote a rounded cultured education. Arts Week culminates in the 48-hour production - a full musical where rehearsals start on a Saturday morning and the show is put on in front of the college on Sunday evening. Anyone in college can be in it and everyone who auditions can be in it. Aside from the main duties, the Committee is used to help at other events such as Mildert Day and other social events arrange other arts related events throughout the year.

Method of election

The Arts Committee is an open committee. No interview is necessary. You just need to email the Arts Chair at anytime in the year if you want to join. There is no set limit to the number of people which can be on the arts committee.

b. Specific positions

i. Arts Chair

The Arts Chair itself is elected in March and has a year in the role. It is their responsibility to co-ordinate the events and oversee the work of the committee as a whole. It is quite a large commitment, but only in the weeks leading up to the two major events of the year, leaving plenty of time in between to concentrate on other interests, and even a degree!

Method of election

The Arts Chair is elected using the STV voting system as outlined in 3.2 (Elections by Ballot Box) of the JCR Standing Orders document. This means that you are required to submit an A4 sheet of paper (manifesto) outlining your experience, ideas etc to the JCR which will be distributed to all members. You will then be required to give a short speech at the appropriate JCR meeting (see appendix A) and answer any questions from JCR members that may arise. They will then vote on the position via ballot box/online voting to determine the next candidate.

ii. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

Method of election

These are decided internally in the committee during the first meeting under the new Arts Chair. Any member can run for a position. Candidates will be asked to explain why they are suitable for the position and answer any questions from fellow arts committee members/Arts Chair. Vote by show of hands.

3. Ball Committee

a. General Committee

- Commitment – in terms of time for meetings, running balls, decs and clearing up but also in terms of energy – we have a lot of responsibility, to be able to stay enthusiastic after staying up all night is a big help!
- Time management – Ball Committee is a massive commitment, and should only be undertaken if you can give the full commitment that it needs and so it may limit other activities that you would otherwise be able to do.
- Team Player – we have a big committee, which spends an awful lot of time together. You MUST be able to work well with other people and be able to listen to what other people are saying.
- Enthusiasm - for college life in general, to encourage people to attend the balls that we run, and the willingness to set up, run and clear up after every single ball. We're here to provide an opportunity to celebrate college spirit – which means we need to have it too!
- Organisation – you are expected to meet the deadlines given to you, as we work to a strict time scale.

Meetings

Ball Committee meet often throughout the term, with the rate of meetings increasing as we get closer and closer to Balls.

Balls

One of the biggest aspects of this concerns decorations (see below). Apart from the decorations, Planning for each ball will require a serious time commitment, with a steady increase in meetings right up until the day of the ball. Responsibilities will also include liaising with the JCR Events Officer, PA Committee and appropriate college officers. last minute touches in the evenings; day before ball – putting up stage, decorations etc; day of ball itself – lots of preparation and set-up to be done during the day; night of the ball – have specific duties to make sure the event runs smoothly, general tidying up; day after ball – lots of tidying up, taking down decorations and stage, putting hall back together, and making sure everything is back to normal.

Decs

Approx time commitment:

Michaelmas Ball: One weekend of making decorations
2 nights of finishing before the ball itself
Putting up decorations for an afternoon and night before the ball
Day after ball for taking decorations down

Epiphany Ball: One hour and a half of setting up for the cocktail reception and one hour for clearing up.

Summer Ball: Two weeks (Monday – Friday) after exams from 10am til 5pm.
Thursday of 2nd week – putting up the decorations
Day of ball itself – Tidying and last finishing touches.
Day after ball - taking down the decorations

b. Specific Positions

i. Head of Ball Committee

This is a big job that should only be undertaken after careful consideration, as it is such a large role and responsibility within college

Qualities

- Good Organisation
- Commitment and Dedication
- Time Management
- Enthusiasm
- Creativity and Innovative Ideas
- Leadership Skills
- Team Player
- Good Communications Skills
- Budgeting Skills
- Willingness to clean up lots and clean sick!

Responsibilities

- Organising, setting up, running and clearing up for three (3) balls a year.
- Organising meetings of the committee
- Oversight and assisting the running of the Finances with the Ball Committee Treasurer

ii. Assistant Head of Ball Committee

Qualities

- Commitment
- Leadership skills
- Team Player
- Time Management
- Good communication skills
- Reliability
- Enthusiasm

Responsibilities

- To support the Head of Ball Committee and assist in whatever needs to be done
- To fill in for the Head of Ball Committee if they cannot make an appointment
- To help organise meeting times
- To organise rotas for Ball Committee at balls
- To organise STASH
- To organise socials

iii. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

iv. Secretary

Qualities

- Good organisational and admin skills
- Good knowledge of Excel
- Time management
- Ability to meet deadlines

Responsibilities

- To send out the agenda before the weekly minutes
- To take minutes at the minutes and then send them round to the committee
- To sort out the ball lists
- To make the seating plan for balls
- To check the lists at formals to ensure payment

v. Head of Entertainment

Qualities

- Creativity
- Good communication skills
- Time management
- Commitment
- Leadership
- Team Player

Responsibilities

- To help in organising all balls
- To research various themes and give the committee options to vote on

- To research the various entertainment for balls and come with lots of options to the meetings
- To liaise with various ENTS agencies to enquire about acts, fees, deposits, contracts, requirements etc
- To find the best prices and stick within the budget
- To organise the timetables for balls, making sure it runs smoothly and that there are no clashes or gaps
- To meet and greet the external companies who are appearing at the ball, and to make sure they are well looked after and fetching them from their dressing rooms for their scheduled times

vi. Head of Music

Qualities

- Good communication skills
- Commitment
- Enthusiasm

Responsibilities

- To organise the music for balls
- To do lots of research finding out what is available in our price range and come to meetings with lots of options
- To create a music timetable, making sure it runs smoothly and that there are no clashes or gaps
- To find headline acts
- To find cocktail reception acts if required
- To liaise with various music agencies to enquire about acts, fees, deposits, contracts, requirements etc

vii. Head of Food and Drink

Qualities

- Creativity
- Good communication skills
- Time management
- Commitment
- Leadership
- Team Player

Responsibilities

- To help in organising all balls
- To liaise with the kitchens to organise menus
- To organise any necessary external company catering

- To liaise with the Bar Steward to ensure Bar Committee is aware of the necessary provisions needed for all balls. I.e. wine on tables, temporary bars, special cocktails, etc.
- To assist in the organisation of table plans

viii. Head of Publicity

Qualities

- Design skills for posters
- Energy and enthusiasm
- A love of blue tack
- To be innovative about ways to market the balls and increase ticket sales

Responsibilities

- To design posters for balls and stick them up around college
- To design the tickets for the balls
- To organise a marketing campaign for the balls

ix. Head of Sponsorship

Qualities

- Good communication skills
- Persistence
- Enthusiasm

Responsibilities

- To try and get monetary sponsorship from companies to fund entertainment at balls by writing to lots of companies
- To try and get as many freebies for balls as possible.

x. Head of Decorations

Qualities

- Creativity
- Innovative ideas
- Time management
- Leadership skills
- Team player
- Enthusiasm
- Commitment
- Organisation

- Budgeting skills
- Good communication skills

Responsibilities

- To organise all of the decorations for balls
- To lead the decorations team in preparing for balls
- To make a plan for the Michaelmas, Epiphany and Summer Balls and to ensure it is followed through
- Booking rooms in college for DECS weeks in preparation for all balls.
- To lead Ball Committee and the DECS team in the DECS preparation time
- To order all of the material for all of the rooms in college for the balls from external companies
- To buy all of the artistic materials needed
- To regularly stock-take and see what is needed for social events
- To keep the PURPLE FM room in a tidy state
- To organise all of the table decorations for formals
- To organise all of the
- To lead the putting up of decorations on the days before the balls
- To ensure all of the decorations are compliant with health and safety regulation by meeting with the Facilities Manager (e.g. fireproofing and ladder training)
- To update the current booklet of contacts for future years

Method of election

Head of Ball Committee is a JCR Officer, and thus is elected by vote at JCR election. All other positions are elected via interview, in Michaelmas term.

4. Bar Committee

a. General Committee

5

6 Bar Committee is a developmental role. The main purpose is to give students the opportunity to learn a variety of transferable skills by entrusting them with responsibilities they may not usually encounter. Therefore, vast experience in the licensing trade is not at all necessary, however, you are expected to have some form of experience as a starting base, ideally in the bar and pub sector or anything that has involved cash handling, working with tills and dealing with customers.

7

8 To be on Bar Committee you must be able to work calmly under pressure and take charge of stressful situations effectively. On a shift unexpected events often occur and you must have the presence of mind to deal with anything from a rowdy bar crawl to an injured customer to stock, or change or glasses running out!!

9

10 During shifts it is also essential that you have good observational and leadership skills in order to keep the shift running smoothly, ensuring that the tills always have enough change and that glasses are collected. You must also ensure the license of the premises is upheld by making sure the licensing objectives are adhered to. It is clear that bar committee members need to be hardworking and responsible yet maintain the relaxed atmosphere and friendly attitude of Mildert Bar and its staff.

11

12 Please remember that these skills improve over time, hence why individuals remain on the committee for at least two years. It is a huge learning curve and you are not expected to be amazing on your very first shift!

13

14 Aside from being shift supervisors, Bar Committee members take on organisational roles. There are a number of positions within Bar Committee which are rotated termly; everybody on the Committee will be put in a different role each term, their most senior role being assigned in their second year when they have a mix of experience and time.

15 Members must be willing to be undertake several hours of unpaid committee work, ranging from ordering and dealing with deliveries to setting up for bar parties and other large events such as the summer ball. This all requires good time management, organisation, cooperation and dedication.

16

17 As for individual skills, if you are particularly arty then you will have the opportunity to use those skills as plasma and parties rep. The same applies to those who are mathematically minded or good at coming up with original ideas.

18

19 If you enjoy bar work, want to be part of a vital team in college, are reliable and want to help improve Van Mildert Bar, then Bar Committee is for you.

20

21 Method of election

22

23 Positions on the bar committee are elected in a different method than other JCR elections. This is because, when on duty as a BarComm representative, they are effectively acting as a representative of the Designated Supervisor of the bar: the college Bursar. To this effect, BarComm members are elected via an interview panel consisting of the present Bar Committee, JCR President and chair, and two college officers. Although this large panel may seem daunting at first, please do let it put you off, it is necessary in order to ensure that every involved party is happy with the decision that is reached. In addition, a panel this size should not faze anyone wishing to stand for the position or BarComm.

24

25 Interviews are usually half way through Michaelmas term and, if necessary, sometimes half way through Epiphany term.

26

27 Before the interview, you will be given a training shift on the bar; in which you will be taught the basics of running a shift as a BarComm member. If you are not already a member of team bar, or have limited bar experience, you may be given an additional shift, previous to this, in order for you to understand the basics of operating Van Mildert College Bar.

28

29 In addition to this, you will also be given a copy of the Bar Handbook, which is available from the Bar Steward. This outlines the standard procedures on the bar and you will be expected to be acquainted with it at the interview.

5. Big Band

a. General Committee

- All members are expected to attend weekly rehearsals with the understanding that if they do not they may not be allowed to play in performances.
- All members should be able to read/play music to a competent standard.
- All members should be prepared to play in concerts on behalf of the Big Band and conduct themselves in an appropriate manner whilst doing so remembering they may be representing the college as a whole.

Method of election

If you are interested in becoming a member of the Big Band you should contact the President. An audition is not normally necessary.

b. Specific Positions

i. President

- Generally responsible for the band.
- Should arrange/organise gigs for the band.
- In charge of arranging stash.

ii. Musical Director

- Responsible for preparing the band musically for performances.
- Purchases music for the band to play.
- Should be very musically competent in order to pass on musical instructions.

iii. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

iv. Secretary

- Takes minutes at exec meetings
- Updates mailing list/distributes messages to the band
- Responsible for the supply of band pencils

v. Social Secretary

- Arranges socials for the band

vi. Webmaster

- Responsible for the upkeep and updating of the band website
- Should know how to do so

Method of election

Specific positions on the big band are elected according to the Big Band Constitution, which you can ask the President of Big Band for. This normally involves hustling at an AGM where current members will vote in the next officers. This AGM is normally held at the end of Easter term.

6. Careers Representative Committee

a. General Committee

Careers committee is headed by the Vice president and co-ordinates careers information in college and organises career related events. This includes the careers dialogue. Other events that have been put on in the past include internships talks night, and CV and application form workshops by the SCR.

Time commitment

This committee has quite a small time commitment, depending on how much work you are willing to do. There will be around a couple of meetings each term in the first two terms, and you will need to be on hand for the careers dialogue and any other event that is organised.

Method of election

This is an open committee. No interview is necessary .You just need to email the Vice President at anytime in the year if you want to join.

7. Dance Society

a. General Committee

Dance Society is an, open society, friendly, accessible and open to everyone, with a relaxed atmosphere. General dance classes are predominantly held on Sundays for 45 minutes, though this remains at the discretion of the head of the society. All dance styles are welcome for teaching, depending on the availability of teachers. Styles that have been or are currently being taught include:

Beginners Ballet
Modern/Jazz
Advanced Ballet
Street/Hip Hop
Beginners Jazz
Contemporary
Advanced Jazz
Disco
Beginners Tap
Pointe
Advanced Tap
Technique/Limbering/Stretching
Street Dance.
Salsa

Dance soc aims to work closely (and well) with all JCR Committees and Societies that require dance. This often includes working with Fashion Show Committee, with Music Committee for Cabaret as well as Theatre and Arts Committees for any other musicals/theatre productions or Pantos. During the run up to these events classes can often increase to one almost every day, with many hours on the weekend. Classes would be a place to come, enjoy yourself, learn to dance in a comfortable place and gain the confidence to use any new found skills elsewhere!

Dance soc will be recruiting for teachers, as well as people to join classes too, so watch out for advertisements at the start of the academic year.

8. DSU Representative Committee

a. General Committee

30

31 The main responsibility of DSU Representative is to ensure that Mildert is being represented at DSU council and other inter-collegiate meetings, and that DSU campaigns (for instance, opposing increases in top-up fees) are being communicated effectively to the college. By being a part of this committee, members can gain a real insight as to how our student's union operates and have the opportunity to stand for specific positions within the union. DSU Council meetings offer the possibility to influence outcomes that effect 16,000. Ents perks may also apply.

32

33 General Responsibilities

34

- Attending DSU Council & Meetings
- Raising awareness of DSU activities
- Promoting events and campaigns around college
- Co-ordinating DSU campaigns in college

35

36 Time Commitment

37

38 Moderate: there are 11 DSU Council meetings every year. In addition to this some research preparation may be necessary if JCR members wish to present motions to the council. And, of course, there are socials.

39

40 Method of election

41

42 DSU Representative Committee is an open committee. No interview is required for a JCR member to become a Junior DSU Rep.

9. Duck Committee

a. General Committee

Van Mildert DUCK is the college branch of DUCK (Durham University Charities Kommittee), and thus works both independently in college and as part of central DUCK. It exists to raise money by organising events and rag raids and also aims to promote different charities and causes. Unlike some other universities which have a single RAG week, DUCK committee is a year-round commitment. There are two periods of bigger commitment in November (DUCK Weekend) and February (DUCK Week). The committee is appointed by interview in October and disbands after Epiphany Term, though a more informal summer committee can exist in Easter Term.

General Qualities

- Committed
- Friendly
- Organised
- Hard-working
- Willing to take part
- Takes initiative
- Helps to be: creative, imaginative
- Helpful skills: media, posters, film

General Responsibilities

- Organising events
- Raising awareness of different charities
- Getting people involved
- Promoting events
- Rag-raiding

Time Commitment

- Significant
- Regular committee meetings roughly fortnightly
- Specific positions such as Asst. DUCKtator may require larger time commitment
- Centres around DUCK weekend (November) and DUCK week (February) events
- Committee members will be expected to help with the following: helping organise and run events in college; publicity including putting up posters; volunteering to participate in events organised by central DUCK; attending at least one rag raid per term.

Method of election

All positions on the DUCK committee are elected via interview sessions as defined in Appendix A of the standing orders. You should contact the DUCKtator in the first instance to signify your interest.

b. Specific positions

i. DUCKtator

The responsibilities are defined in the standing orders, section 2.1. Generally, involves running a large committee. Excellent communication, people-management, time-management skills are essential. The DUCKtator maintains a link between college and central DUCK, promoting both types of events. The DUCKtator provides discussion within the committee and, whilst organising a great deal, encourages as much involvement from other committee members as possible. Contact the current DUCKtator for more details.

ii. Assistant DUCKtator

In charge when DUCKtator is away, supportive dynamic role which works closely with the head to ensure the overall running of the committee.

Other positions such as Promotions, RagRaids officer, Sponsorship etc. may be allocated as necessary. Contact the DUCKtator for details.

Method of election

These specific positions (not including the DUCKtator) will be allocated during the standard interview process defined above and may vary from year-to-year dependent on circumstances.

10. Environment Committee

a. General Committee

Van Mildert Environment Committee's aims are to increase college member's awareness of environmental issues, to advise on and encourage living sustainably and to also work with the university wide group Sustainable Living Action Group (SLAG) for university wide events. University-wide events include Environment Week (held in November), Fairtrade Fortnight and Green Move Out at the end of the academic year. A main focus of Van Mildert Environment Committee is to ensure efficient recycling in college is maximised, as well as putting on awareness events of varying kinds and providing information to both Livers Out and Livers In.

Time Commitment and Skills

Time commitment is not high, attendance at a few meetings a term is required-though commitment needed does increase during the run-up to events, especially Environment Week. Members are often a point of contact for people concerned about recycling or ideas for improving our college environment. Enthusiasm for environmental issues (whether conservation, climate, recycling, energy etc) is very important as are ideas. Organisational skills are important, as is an ability to present information clearly and art skills are helpful in advertising events and initiatives.

Method of Election

This is an open committee so you can join anytime in the year just by emailing the committee head.

b. Specific Positions

i. JCR Senior Environment Officer

Time commitment is quite high, but the role is what you make it. The Senior Environment Officer is required to attend fortnightly meetings of SLAG in order to contribute to university wide initiatives and compare with other colleges. They also run the committee, liaise with staff (in college and through SLAG) and other students, and ensure success of recycling; therefore organisational skills, communication skills (for meetings), imagination and ideas interesting and fun awareness raising events are essential.

ii. Secretary ("Secretree")

The Secretary is a very small role. You just takes minutes in meetings and type them up.

iii. Treasurer ("Treesurer")

The treasurer is defined for all committees under section 1, general committee positions.

Method of Election

The senior environment officer is elected in a JCR meeting, according to Appendix A. You are required to give a short speech about why you would be suited to the job, and you then need to answer any questions from the floor. There is then a vote by a show of hands. The candidate with the most votes is elected.

11. Fashion Show Committee

a. General Committee

VM fashion show was set up to raise money for Mildert's charities. The first show was a resounding success, raising nearly £2000 for charity and being a hugely popular college event, with over 300 tickets sold. The show is run by a committee of 17 people, with over 100 other members of college also being involved in the organisation. The event itself is held on site in our Main Hall, with a large temporary catwalk being installed. Lighting, PA, sound and projection systems are all set up to provide entertainment and advertising on a huge scale. As well as the catwalk, the event incorporates a variety of college life including sports teams, other committees, dances and live music. VM Fashion Show is one of the largest events within college, in terms of people involved, money raised and entertainment.

General qualities

- people management
- time-efficiency
- leadership qualities
- enthusiasm
- commitment
- reliability
- creativity
- innovative

b. Specific Positions

i. Director

To ensure the smooth running of the fashion show. Liaise with Heads, chair the committee meetings, and oversee the whole project!

ii. Assistant Director

This person must ensure that each head of teams is doing their job. Ensure mass involvement of college with the main purpose of raising lots of money for charity. They must support the Director whenever necessary.

iii. Artistic Director

To come up with creative ideas to do with walks, themes, presentation etc... and liaise accordingly with the associated positions.

iv. Model Coordinator

To ensure a wide variety of models are found through a non-selective, non-judgemental process and organise rehearsals.

v. Clothes Company Coordinators

To prepare letters and directly speak to clothes companies in order to attain their support. To choose the outfits and organise their safekeeping after the show.

vi. Runway Coordinator

Responsible for organising and implementing rehearsals as well as coordinating statistics on models, themes of show and set up of stage on the night.

vii. Head of Sponsorship

To prepare letters and direct meetings with possible sponsors to maximise success of event in terms of profit.

viii. Backstage Manager and Assistant

Essential in rehearsals to run through how it will be on the night, ie. Getting people to the right place at the right time and then implementing the running order on the night and being a port of call for any problems.

ix. Publicity

To publicise the fashion show well in advance to appeal to a wide-ranging audience, in the immediate vicinity and the local area.

x. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

xi. PA

To consider health and safety of staging and organise the hiring of any extra technical equipment. Liase with PA committee and to gain help for the set up and running of the show on the night.

xii. Entertainment Rep

Organise entertainment and interludes to fit in with the themes. They must organise the cocktail reception and intervals.

xiii. Choreographer

Organise dance interludes to fit into show. To advertise and recruit a team of dancers (anyone who wants to be involved can be) and then create dances according to theme and ability.

xiv. Front of House

Organises team to welcome guests to fashion show as well as sourcing floor entertainment and security for during the show.

Method of election

Positions on the Van Mildert Fashion Show committee as listed above are elected via interview sessions as defined in Appendix A of the standing orders. You should contact the Director in the first instance to signify your interest.

There are also other ways to get involved with the Van Mildert Fashion Show by volunteering to work with the committee members in teams such as publicity or entertainment to models and dancers. Just give the fashion show director an email to join.

12. Film Night Society

a. General Committee

VMFNC plan, organise and run the twice-weekly Film Nights in college – Sunday nights, when we show a recent big release, and Wednesday nights, where we show slightly older, or more obscure, ‘essential-viewing’ films. We operate through the first two terms of year and members of the committee are expected to attend and help run at least one of the two nights each week, as well as possibly other commitments such as putting up posters or sending out e-mails. We also do collaborations with other committees and societies.

Qualities and Responsibilities

We look for our members to be enthusiastic, responsible and film lovers! You don’t have to regularly go to the cinema, but a knowledge of what films are around and how popular they are is very useful. Advertising skills – especially regarding designing posters and writing e-mails to the college in general – would be useful. Organisation is a must, since we operate on a pretty inflexible schedule.

Responsibilities for all members include attending and helping run one or both Film Nights a week (generally meetings/discussions are held during set-up for Sunday nights, so all members are asked to attend at least for half an hour then) - running the evening primarily involves setting up chairs, preparing the DVD and dealing with people coming in, then watching the film (a particularly arduous task...although you do have to deal with any problems that might pop up during that time). Other responsibilities for individual members include designing, printing and putting up posters; sending e-mails to the JCR Secretary for distribution; running our website and organising the DVD collection.

b. Specific Positions

i. President

Organises the committee in general; makes final decisions on film selection and other potential events. Also responsible for the committee’s contact with the rest of college (joint Film Nights and official organisation).

ii. Vice-President

Fills in for the President when away; generally in charge of Wednesday night showings.

iii. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

iv. Assistant Treasurer

Deals with donations and money from the Wednesday showings.

v. Publicist

Designs posters and sends regular e-mails for distribution around college members, advertising the films on during the coming week. Other forms of publicity are being worked on and would also be part of this role, although should not make this a much large commitment.

vi. Webmaster

Ensures the website is up to date with Committee member details and films shown over the coming term.

vii. Secretary

Keeps minutes from meetings. In charge of the DVD library catalogue.

Other roles such as putting up posters can be distributed among the above positions or other members depending on number of members and availability during the week.

Method of election

To join, send an e-mail to the current president or just speak to members of the committee at any film night. You'll be shown the ropes and involved immediately, although official ratification as a member occurs in the December JCR meeting. The AGM is held shortly after this, and includes elections (via speech and questions in front of all members) for all positions.

13. Finance Committee

a. General Committee

- JCR Finance Committee exists to:
- Monitor the financial activity of the JCR, its committees, clubs and societies.
- Monitor and register the assets of the JCR
- Hear proposals to spend the JCR's money and to help individuals, committees, clubs and societies put together financially viable and sustainable proposals.
- Develop and maintain good financial practices for the JCR, its committees, clubs and societies and to ensure that these are in place
- Audit the accounts of each of the JCR committees, clubs and societies at least two times a year
- Instruct Heads of Committees and Committee's Treasurers and their counterparts in clubs and societies on good budgeting practice and the use of the JCR Committees Cashbook and Budget Template

b. Specific Positions

- i. JCR Treasurer
- ii. JCR President
- iii. JCR Vice-President
- iv. JCR Chair
- v. Assistant Treasurer
- vi. Committees Treasurer
- vii. Sports Treasurer
- viii. Events Treasurer
- ix. And up to five ordinary members

Method of election

The membership of Finance Committee by the executive committee is defined in Appendix K. Ordinary members are to be selected by interview.

14. Freshers' Committee

a. General Committee

The committee of reps is purposefully chosen to include a diverse range of people and personalities so that the Freshers will hopefully feel able that they can approach someone on the team for whatever reason. Therefore, the qualities required to be a rep differ in cases according to the individual.

Qualities

- Committed and 100% dedicated
- Able to work well with others in a team
- Enthusiastic
- Considerate for the welfare of others – will go out on a limb to help
- Confident about being able to talk to many people they haven't met
- Able to get up early having gone to bed late (i.e. energetic)
- Can be approached by Freshers

Responsibilities

- Attending committee meetings from end of Epiphany term through to Easter term.
- Involved in the planning of Freshers' Week
- Taking charge of a specific event during Freshers' Week and doing the necessary organisation
- Writing a section for the Freshers' handbook
- Returning to College 1 week before the start of Freshers' Week for pre-week preparations
- To attend all events during Freshers' Week
- To be informed enough to provide Freshers' any info they need, or to refer them to somewhere they can find the info
- To be aware of welfare issues surrounding Freshers Week and if confronted by a situation they cannot handle or is out of their hands, referring the case to the welfare rep on exec
- Corridor Rep for the whole year

Time commitment

- Regular meetings during end of Epiphany term and Easter term
- Some responsibilities in organising events over the summer
- Need to be in Durham for pre-week preparation 1 week before start of Freshers' Week
- Need to be available for whole of Freshers' Week

Method of election

The election of freshers reps is a more demanding process than other committees owing to the large number of applicants which are normally received. The first stage is an application form, which will be judged anonymously by the interview panel. Successful candidates which have made it through this stage will be asked to complete a short task over the Easter vacation which they will present at the interview in Easter term. This normally takes the form of designing an event, programme etc. Candidates will be selected based on all three stages of the selection process.

b. Specific positions

i. Senior Freshers' Rep

Responsibilities

- Selecting a committee in accordance with the standing orders of the constitution: involves producing an application form and interviewing candidates (asking appropriate questions) with the interview panel.
- Organising rep meetings (and socials) and overseeing the planning of the week as well as liaising with execs involvement, ISA reps and college officers.
- Getting reps to seek sponsorship where available
- Getting a Freshers' T-shirt designed/printed
- Directing the writing of the Freshers' handbook and compiling it together – getting it printed and sent to college along with any other info for the Freshers before packs get sent out (around A level results)
- Updating Freshers' website prior to the week
- Arriving in Durham as far in advance of pre-week preparation as is necessary
- Overseeing the week!
- New responsibilities: exec member (exec meetings), assisting senior interviewee rep, open days, college parents, college prospectus, voice of Freshers on exec

Method of election

The Senior Freshers Representative is elected according to the Standing Orders of the JCR.

ii. Assistant Senior Freshers' Rep

Responsibilities

- Assuming some of senior reps' tasks to ease the pressure of them.
- Working closely with senior rep in overseeing and planning week
- Essentially, whatever the pair of them decide to make of it

Method of election

The Assistant Senior Freshers Representative is elected separately in the interview process for the committee. You will be asked to signify your interest in becoming the assistant prior to the interview and you will be asked a separate question regarding the role.

iii. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

15. Gossip Coordinators Committee

a. General Committee

To produce the college bogsheet 2 or 3 times a term. The bogsheet is a publication that goes up in the college toilets, 2 A4 sides in length. It should contain any interesting news, reports or even puzzles related to college life.

Qualities

Creativity, a good writer, be interested in and have a good knowledge of college!

Time commitment

Completely depends on how much time you take to write and layout two A4 pages on news! Should produce two issues at least per term.

Method of election

This is a secret committee. Head of Gossip Comm shall be chosen by the President and the Chair, from applicants who submit their interest at the start of term (via a method at the President and Chair's discretion). Once chosen, the head may run the committee however they wish. However, if their secret identity is made common knowledge, they shall have to step down, and another chosen in the same manner. The Head of Committee may run their committee however they wish, but must release two "bog sheets" a term. This committee will have no budget, but shall be allowed to print enough bog sheets to be placed in every toilet in college.

16. Visit Committee

a. General Committee

In college students are responsible for welcoming prospective students to Durham and giving them a z of college life before their interviews/open days with their various different departments. They are also expected to be on call for some morning tours. They will be expected to meet interviewees at reception, settle them into college, give them a tour, take them to dinner and let them experience the way of life in a collegiate university. They will also be expected to take their interviewees to their departments the following morning (could be early morning e.g. 9am). As for general qualities, they need to be

- Friendly (for most interviewees, it may be the first time they have ever been to Durham and college so a good first impression is essential. Remember, you're trying to promote the college to the interviewee)
- Organised (keeping to deadlines is important, remembering to meet interviewees at reception at the arranged time is helpful....sounds like common sense but you'd be surprised...)
- Have a good knowledge/experience of college life (it doesn't look too impressive if you don't know where half the facilities in college are). Again, sounds like common sense but I've had plenty of instances where this has happened

Time Commitments

As for time commitments, it isn't massive. Each group of interviewees are assigned a week in Michaelmas and Epiphany Term and are responsible for all the interviewees who pass through college during that week. It's obviously not a long term commitment, but it is certainly not one that is to be taken lightly, it does matter.

Method of Election

This is an open committee. No interview is necessary. You just need to email the Senior Freshers' Rep if you want to join. The Senior Freshers' Rep will send an email out part way through Michaelmas term asking for applicants. It is ideal to join at this time so that the Senior Freshers' Rep can allocate people to groups, but you can request to join at anytime of the year if you change your mind after the initial advertisement for reps.

17. ISA Representatives Committee

a. General Committee

The ISA Representatives Committee is the committee responsible for maintaining and strengthening the relationship between the JCR and international students. It is lead by the International Students' Officer and their two assistant ISA Reps. These positions are elected and interviewed as described below.

The committee is for the promotion of JCR activities and positions in order to increase participation and the involvement in the JCR of international students. It is also their responsibility to organise social events for international students to help quickly integrate international students into college life and to get to know one another.

The International Students' Officer and the two ISA Reps are also required to help Freshers' Committee with Freshers' Week. They are required to be available and in college to both help with Freshers' Week preparation and to greet international students who arrive earlier than home students. Throughout the week, the International Students' Officer and the ISA Reps are responsible to the Senior Freshers' Representative. They must also liaise with the ISA to help international students with their administrative issues and to bring international students to ISA events

Method of Election

For general membership of this committee, no interview is necessary as it is an Open Committee. You just need to email International Students' Officer if you want to join. The International Students' Officer will send an email out part way through Michaelmas term asking for applicants. Details for specific positions are outlined below.

b. Specific Positions

i. International Students Officer

- The International Students Officer is required to lead the ISA Representatives Committee throughout the year, starting with their contributions in Freshers' Week to providing the constant link between the JCR and international students.

Method of Election

The International Students Officer is elected in a JCR Meeting as per Appendix A. You are required to give a short speech about why you would be suited to the job, and you then need to answer any questions from the floor. There is then a vote by a show of hands. The candidate with the most votes is elected.

ii. ISA Representatives (x2)

- It is the duty of the two assistant ISA Representatives to assist the International Students Officer with the running of the committee in order to meet its objectives. They are also required to help out during Freshers' Week by greeting international students and helping them settle into the college and country.

Method of Election

The ISA Representatives are elected via interview as per the Operational Regulations of the Constitution. The Interviews shall consist of, at least, the JCR Chair, International Students Officer and the Senior Freshers' Representative.

iii. Senior Freshers' Representative

The Senior Freshers' Representative is an *ex-officio* member of this Committee. For information on the role of Senior Freshers' Representative please see the relevant passages in this appendix and the Committees and Job Descriptions section of the constitution.

Method of Election

The Senior Freshers' Representative is elected by ballot as per Appendix A of the Constitution. They are automatically an *ex-officio* member of the ISA Representatives Committee

18. Jam Night Society

a. General Committee

Jam Night Society runs Jam by the Lake (JBTL) as well as putting on live shows throughout the year, such as open mic nights, band nights and jam sessions. JBTL is definitely the biggest task is a lot of work! 2008 saw over 1500 people to JBTL (not at the same time).

Time commitment

Time commitments vary throughout the year, generally increasing as the year continues. There are about 4 meetings per term, with a big time commitment required in the run up to Jam by the Lake, which is held after exams.

Method of Committee

To become a member of Jam Night you just need to email the president or sign up at the freshers fair, and turn up to the next meeting.

b. Specific Positions

i. President

- The President is the representational head of the society. They are in charge of all events leading up to JBTL, which can be used for fund raising.
- The President sets the dates for and co-ordinates shows throughout the term putting on live acts and generally raising money for charity or another committee. (If DUCK organize a Jam night, they do promotion and keep profits for example).

ii. Head of Jam By The Lake

- This is a separate role from the President of the society. The Head of JBTL is solely in charge of organising and running JBTL and ensuring it is a success. Ultimate decision making in any regard relating to the running of JBTL is that of the Head of JBTL.
- Runs Jam By the Lake which includes getting acts/organizing the whole event from stage to t-shirts to every other task you can think of.

iii. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

iv. Social Secretary

- To organise socials and keep up the moral of the society

Method of election

All specific positions are husted for at the Annual General Meeting which is after the JBTL of that year. The AGM is chaired by either the President or Head of JBTL.

19. Library Committee

a. General Committee

The Library Committee is led by the College Librarian, a part-time post appointed by the University. The Committee takes office as directed by the College Librarian.

The Committee comprises up to 30 voluntary members of the College undergraduate and postgraduate communities. The Committee may be joined at any time during the academic year and membership is through informal interview with the College Librarian. Students interested in joining the Committee are invited to contact the College Librarian on librarian@mildert.co.uk

Responsibilities

- To assist the College Librarian with the day-to-day running of the Library
- To work a weekly shift or shifts according to the duty rota
- To attend termly meetings to discuss the organisation and management of the Library
- To assist with the annual stock check

b. Specific Positions

i. Student Librarian

- To act as secretary to the Library Committee
- To act as the main point of contact between the Library Committee and the College Librarian with regards to library policy, book selection and general organisation
- To act as the main point of contact between the JCR and the Library Committee
- To arrange duty rotas and ensure they work effectively
- To assist with Library duties
- To assist promote the Library within College

ii. Assistant Student Librarian

- The Assistant Student Librarian works in close collaboration with the Student Librarian and assists where necessary.

iii. Webmaster

- The Webmaster assists with the Library web pages on the JCR website and is the lead on Library IT issues including liaison with the Information Technology Service.

iv. DVD Meister

- The DVD Meister works with the College Librarian to ensure the Library DVD section is in good order and liaises with the Film Night Society Committee regarding that committee's stock of DVDs held in the Kent Room.

20. Livers Out Committee

a. General Committee

VM Livers' Out Committee is both a support group and a voice for all undergraduate Mildertians who do not live on college grounds. The committee provides information on a wide range of areas specific to living in Durham City, including helping to find the right accommodation and housemates for students, and how to manage bills/utilities. The committee helps Mildertians stay actively involved in college affairs/events and speaks on behalf of them within college matters. We also provide social events and welfare throughout the year to ensure all livers' out enjoy their time in Durham.

General Responsibilities

- Providing information/support to students planning on living out of college in their following academic year
- Providing information/support to students currently living out of college
- Promoting the views of students living out of college
- Organising social events

Time Commitments

- Weekly meetings
- Term 1 is likely to be the busiest term; however there will be ongoing work throughout Terms 2 and 3, so a commitment for a full year is expected.
- The members with specific roles are likely to be asked to spend more time on the committee, especially that of Vice Livers' Out Officer.

b. Specific Positions

The following are specific positions within the Committee. Those who take on these roles will be asked to fulfil them as an addition to general committee responsibilities, therefore are likely to require a slightly larger time commitment.

i. Vice Livers' Out Officer

Help Livers' Out Officer organise events, delegate work; deputise when Livers' Out Officer unavailable

ii. Secretary

Take and distribute minutes of Committee meetings; help with general administration

iii. Treasurer

The treasurer is defined for all committees under section 1, general committee positions.

iv. Social Secretary

Organising Committee social events.

Method of Election

To become a member of this committee you need to interview, as per Appendix A. During the first Committee meeting the specific positions will be elected on an informal basis. Members wishing to stand for one of these positions will be asked to provide a short statement of why they would like the specific position and any experience/qualities/skills they have that would help them achieve the role.

21. Magazine Committee

a. General Committee

General qualities

- Organization
- Responsibility
- Knowledge of Microsoft Publisher/good IT skills

Method of Election

Elected by e-mailing the Editor or signing up at the Committees Fair

General responsibilities

- Help produce the magazine twice termly.
- Attend the meetings
- Each committee member is in charge of a section of the magazine. This involves finding writers and collating stories (liaising with the editor about them), laying them on the page according to the correct format, and proof reading.
- Write stories if required
- Help print/fold/staple the magazine (on a rota basis so no one has to do it every time)

Time commitments – 2 issues a term

- One meeting per issue
- About 2 hours to lay a page per issue
- About 1 hour to help print/fold/staple the magazine per issue

b. Specific Positions

i. Editor

- Lead a committee to help produce the magazine - arrange meetings, talk about ideas, decide on content, share out responsibilities, manage/chase the team to make sure the tasks are completed, be prepared to pick up duties where they are unable to be finished by others
- Design templates/layout
- Organize publicity in college for the magazine - advertise the deadlines etc, when the magazine's due to come out, use the website to advertise this too.
- Edit the content of the magazine - check for grammar, spelling etc, adopt styles and keep them consistent throughout.
- Make sure the magazine comes out twice a term
- Set the deadlines for college writers, for the committee and for print

- Allow time for and ensure that the VP has checked content before print
- Organize the printing of the magazine
- Distribute it in college and arrange distribution for livers out with Livers Out Committee if affordable
- Ensure the magazine is uploaded onto the website and forward a .pdf copy to the VP to send around college via e-mail.

Method of Election

The editor is chosen by interview by the previous head of committee, Vice President and JCR Chair. If the current editor wishes to run again for the editorship, their place will be replaced with the President or other specific member of the committee at the Chair's discretion.

ii. Deputy Editor

- Assist the Editor with final/overall editorial responsibilities – chasing content, proofreading, layout and printing.

Method of Election

On the first magazine committee meeting the other assistant editor is selected on an informal basis. In the event of more than one person being interested, there will be a quick, very informal interview with the magazine editor, JCR chair and JCR Vice President to decide.

iii. Livers Out Liaison Officer

- A member of livers out committee
- Liaise with Livers Out committee to include any livers out comment
- Make sure the magazine gets delivered to livers out, by e-mail or post, depending on affordability.

Method of Election

Livers Out Comm decides who on their committee will also sit on Magazine Committee. In the event of more than one person being interested, there will be a quick, very informal interview with the magazine editor, JCR chair and JCR Livers Out officer to decide.

22. Meals Committee

a. General Committee

Meals committee is headed by the Vice President and meets termly to discuss meals in college. They also help the VP with the meals survey. They should gather JCR opinion on college meals and report back to the VP.

General Qualities

Just a passion for changing college food for the better! Also, you should be able to gather JCR opinion on various aspects concerning meals in college.

Time Commitment

This isn't a demanding committee, and has a very small time commitment. You will meet once a term, and maybe spend an odd hour or two helping the VP with the survey.

Method of Election

No interview is necessary for this committee. You just need someone to propose you in a JCR meeting in Michaelmas term (watch out for the agendas to see which one).

23. Mildert Day Committee

a. General Committee

Mildert Day takes place in the last three weeks of term when exams are over, with the main purpose of having fun. Mildert Days of old have included live music, inflatables and lots of involvement from different committees, with the last formal of the year taking place in the evening to round up events. Not to mention the fantastic Mildert Day t-shirts – the only fashion allowed on the day.

General Responsibilities

- Plan and organise the different aspects of the day
- Co-ordinate the involvement of the different committees
- Liaise with appropriate college authorities
- Keep things running on the day
- Managing the budget
- Have fun

Useful Qualities & Skills

- Good organisation
- Hard working & dedicated
- Creativity – it's always good to see something new.
- Attention to detail
- Communication and Team-working skills
- A good head for numbers

Method of Election

Apart from the head of Mildert day this is an open committee so you can join it by sending the head an email once they are elected, as per Appendix A.

b. Specific positions

i. Mildert Day Coordinator/ Head of the committee

It's the MDC's job to delegate jobs and oversee the committee to make sure everything is going well and everyone is doing what they can, and to do what you can to help them. The MDC is also the main link between the committee and college authorities.

Method of Election

They are elected in a JCR meeting, according to Appendix A. You are required to give a short speech about why you would be suited to the job (time limit is at the discretion of the Chair, consult them), and you then

need to answer any questions from the floor. There is then a vote by a show of hands. The candidate with the most votes is elected.

24. Gym Committee

a. General Committee

The Committee should be run by an accountable member of college, who is either interviewed (preferable) or elected.

Committee Responsibilities

- To ensure the gym remains friendly and accessible to all members of the JCR
- To decide on how best to run the gym, including membership price, timetable allocation and facilities, in line with the above.
- To maintain the upkeep of the gym with help from porters and cleaners.
- To provide inductions.
- To ensure gym users have paid and have received an induction.

Membership

Potential Gym Committee members should be interviewed, with new expertise being paramount.

Size

The Committee should be big enough to ensure workload is not excessive on any one member, and small enough so that each member has a role.

b. Specific Positions

It is at the discretion of the Head of Gym Committee to decide which specific positions are needed in that year, as the needs of the gym can change yearly. This gives Gym Committee the flexibility it needs to run from year to year.

Method of Election

All specific positions decided for that year will be elected internally in an informal election by show of hands.

25. Music Committee

a. General Committee

The committee members are responsible for taking part in all the Music Committee events throughout the year, such as the Xmas Carol Concert and Cabaret. This includes either helping with stage hand/performing in the band/performing on stage or generally getting involved in the event-there are loads of things to do! Some Committee members would have more isolated commitments throughout the year, such as organising and running Jazz nights, Live Lounges and the Recitals. Other music committee members generally help out in these events too, most of them performing, or helping out with the sound.

Method of election

Music comm. is an open committee, so you can join anytime of year by just sending an email to the President. They will let you know any more details and if you still want to join you need to email them back.

b. Specific Positions

i. President

- Co-ordinating the committee and generally overseeing things
- Organising the Cabaret show, which usually takes place in Epiphany Term. This is a massive job and is incredibly time consuming. The cabaret show incorporates music, dance and song and it is your job, with the help of your committee, to organise the event. This involves holding auditions, organising rehearsals, basically co-ordinating everybody and ensuring the show goes ahead!
- Working with the Choir Master to create the xmas carol concert
- Supporting the Arts Chair in the production of the annual panto and 48hr production.
- Supporting, where needed, Jam Night committee and Jam by the Lake committee.
- Maintaining and taking care of college music equipment, including the college drum kit, keyboard and two pianos. This includes ensuring the pianos are tuned.

Method of election

The president is elected in a JCR meeting, according to Appendix A. You should contact the committee head prior to hustings so that you have a full understanding of the job. In the meeting you are required to give a short speech about why you would be suited to the job (time limit is at the discretion of the Chair, consult them before the meeting), and you then need to answer any questions from the floor. There is then a vote by a show of hands. The candidate with the most votes is elected.

ii. Head of Recitals

- Organise college Recitals: Two per term, informal but strictly no bands- any music from the renaissance up to modern classical and Jazz music.
- Promoting the event throughout college and beyond if possible.

iii. Head of Jazz Nights

- Organise the Jazz nights: Two/Three per term
- Involves organising performers, getting PA comm on board and sorting out some basic lighting (desk lamp heaven!).
- The role can involve working with other committee members to set up the Jcr with a Keyboard and amps, possibly even a drum kit.
- Potentially looking into getting a small jazz trio/quartet (there are so many of them willing to perform for the promotion alone-ie no payment!) who perform locally!

iv. Head of Live Lounges

- Organise the Live lounges: Two/Three per term, similar to Jazz nights in all the roles specifications, but the music can be of any nature, resulting in mildert bands often performing at these events, that usually take a more folk or chilled out nature than the more rocky Jam nights, that are available through Jam Committee.

v. Other roles

- The music committee president may wish to create other roles, at their discretion. This could include positions such as assistants to the above three event organisers, social secretary and a vice president.

Method of Election

All specific positions, with the exception of the President, are elected at a meeting of the general committee on an informal basis.

26. PA Committee

a. General Committee

Candidates must be organised, reliable, with good timekeeping skills, as late starts have knock on effects for any events that are being put on. Should preferably be able to lift heavy equipment, though this is not essential. Some knowledge of sound/lighting beneficial, but again not essential, we pride ourselves in our ability to train newcomers in whatever fields they want to learn. Good work ethic, strong teamwork skills, needs to be able to work without constant supervision, and able to solve problems/issues that always seem to arise! The committee sometimes work extremely long hours to meet deadlines, however you will never be forced into working more than you can.

General Responsibilities

The committee are responsible for technical set up/de-rigging for any event in college, from just a speaker and a mic to a full ball/bop set up. They will operate the sound/lighting desk at college events, usually for the whole event, and perform sound checks before the event if necessary. General maintenance of the equipment, repairing wear and tear etc, plus responsible for all the equipment being kept in a reasonable state of tidiness wherever it is being kept.

Each event that required the support of PA Committee will be assigned to one of the committee, that person is then responsible for ensuring the event runs smoothly – that it is planned properly, set up correctly and on time, runs smoothly (which may require equipment operators), and is cleared away in good time. Responsibility of managing events is generally passed to more experienced members of the committee, but there will always be opportunities for you to broaden your horizons if you wish to.

Time Requirements

As much as you want – some people work only a couple of evenings a term, some work full weeks on productions. The work is completely flexible, so you only do what you want to. At least two 1 hour meetings are held with the committee per term, dependant on events, to organise rota/repairs etc, and these are compulsory for all members.

b. Specific Positions

i. Senior PA Rep

The Senior PA Rep (PA Head) has overall responsibility for all sound, lighting and rigging equipment within the JCR. They must ensure that all JCR events receive the technical support they need from PA Committee whilst also overseeing the general upkeep of the equipment and planning future investments in PA equipment.

They must ensure that all technical setup and de-rigging is done in a safe way and is compliant with Health & Safety regulations. This may include things like checking staging is properly secured and inspecting the load distribution when working with high-current power distribution. The Senior PA rep is responsible for ensuring all members of the committee have relevant training to perform their jobs.

The time requirements of this position are quite flexible; many tasks can be delegated within the committee but the Senior Rep should be assigned to larger events and try to be available 'on call' whilst most other events take place.

ii. Hires Rep

hires catalogue for clients, liaises with anyone who wants to hire the equipment, sorts contracts for hires and PAT testing certificates where appropriate. Collects the money from hires, and ensures safe return of equipment. Responsible for keeping the VM-PA website up to date with latest purchases and maintenance of equipment. Must be able to liaise with clients to come up with technical plans for their event, so good knowledge of the JCRs equipment is necessary.

iii. Repairs and Servicing Rep

In charge of maintaining and servicing all equipment. Performs general repairs on the equipment, sources parts and labour for more complicated repairs, provides multiple ways of fixing problems in terms of cost and effort. Ensures PAT testing is performed on time for H&S regulations. A good technical background and experience in general repairs is essential, without prior knowledge the equipment can easily be damaged. Jointly responsible with the Hires Rep for keeping the VM-PA website up to date with changes to equipment.

iv. Keeper of the College Plasmas

In charge of maintaining the plasma TVs in the JCR, including any equipment connected to it. Must live in college, as the equipment often needs sorting at next to no notice.

v. Social Secretary

The social secretary should ensure that the committee operates effectively as a team. Teamwork is essential on the committee especially when working on large events with many people working on different aspects of the setup. The social secretary should organise stashes and socials for the committee and ensure being a member of the committee is never too much "hard work".

Method of election

PA Head is chosen by interview panel, as per Appendix A.

Everyone else can join throughout the year, although the key time to apply is right at the start of the year. You don't have to have a wealth of technical knowledge either, as you can be trained. To get on to the committee you will have to email the head of PA, who will arrange for you to attend a practical session to see that you can pick things up/ aren't going to be a danger!

The specific positions are just volunteered in the first committee meeting, on an informal basis, with the exception of Hires Rep, which shall be volunteered at the start of the Easter term.

27. Photography Committee

a. General Committee

Candidates must be organised, reliable, with good timekeeping skills, as late starts have knock on effects for any events that are being put on. Some knowledge of photography beneficial, but not essential. Good work ethic, strong teamwork skills, needs to be able to work without constant supervision and solve problems in that environment!

General Responsibilities

The technical set up/de-rigging for any event in college. Will operate the photography equipment at college events, usually for the whole event though this will be at the discretion of the Senior Photography Representative. General maintenance of the equipment, wear and tear etc, plus responsible for all the equipment being tidied away appropriately.

Events that require the support of Photography Committee will be assigned to a committee member, that person is then responsible for ensuring that photography at the event runs smoothly – that it is set up correctly and on time, runs smoothly, and is cleared away in good time.

Time Requirements

One member to satisfy photography requirements for events as desired. Photography requirements can range from 5 minutes (such as the fresher's photo) to the entire length of the event (such as on Mildert Day). Also required will be at least two (2) meetings with the committee per term, dependant on events, to organise rota/repairs etc.

b. Specific Positions

i. Senior Photography Rep

The Senior Photography Rep has overall responsibility for all photography equipment within the JCR. They must ensure that all JCR events receive the technical support they need from Photography Committee whilst also overseeing the general upkeep of the equipment and planning future investments in Photography equipment.

They must ensure that all technical setup and de-rigging is done safely and compliant with Health & Safety regulations. This will require liaising with the JCR Events Officer and appropriate college officers as required.

The time requirements of this position are quite flexible; many tasks can be delegated within the committee but the Senior Rep should be assigned to larger events and try to be available 'on call' whilst most other events take place.

Method of Election

The Senior Photography Rep will be interviewed as defined in section 3.5 of the Standing Orders (Interview Panel Elections)

ii. Rentals Rep

Organises brochure for other colleges, liaises with anyone who wants to rent the equipment and sorting contracts for rental. Collects the money from rentals, and ensures safe return of equipment.

iii. Repairs and Servicing Rep

In charge of maintaining and servicing all equipment. Performs general repairs on the equipment, sources parts and labour for more complicated repairs, provides multiple ways of fixing problems in terms of cost and effort. A good technical background and experience in general repairs is essential, without prior knowledge the equipment can easily be damaged.

iv. Assistant Head

Deputise for the Senior Rep with some experience beneficial but not required.

v. Social Secretary

The Social Secretary should ensure that the committee operates effectively as a team. Teamwork is essential on the committee especially when working on large events with many people working on different aspects of the setup. The social secretary should organise stash and socials for the committee and ensure being a member of the committee is never too much "hard work".

Method of Election

Photography Committee is an open committee. All interested applicants should contact the head of committee.

28. Poker Society

a. General Committee

- The committee needs to have a firm grasp of the game of Texas Hold 'Em Poker.
- The society meets once a week for a regular game – the room must be booked in advance through the JCR website.
- The only time commitment is one evening per week (7.30pm until the game is finished) and the occasional email to the society.
- The current buy-in is priced at £2.00. This is open for change but is at that level to still encourage a lot of people to come, yet having a reasonable level of prizes.
- It is at the committee's discretion how the prizes are distributed amongst the winners, as long as they are advertised and the group, as a majority, agrees that they are acceptable.
- Once a term there is an 'Invitational' in which the dress code is black-tie and the buy-in is £5 per person.
- The annual 'Van Mildert Inter-Collegiate Poker Tournament' is also to be organised by liaising with other college's JCR President and/or poker society presidents.

b. Specific positions

i. President

- Must be Organised, Dedicated, Friendly, Have an in-depth knowledge of poker.
- Help set up every week and arrange chips.
- Book a room for the game to take place in each week. (Block-book a term at a time.)
- Send out weekly emails, keeping the league updated and reminding people of the following game.
- Keep the society's chips/buttons/cards etc. and bring them every week.

ii. Vice President

- Requires someone with good organisational skills who gets on well with other people and is happy to work in a small team in order for the society to function properly.
- Assisting the President and other exec members in the day to day running of the society.
- Deciding with the president on policies regarding buy-ins, prizes and dates.

- The role can also involve covering the President's role when he/she is unavailable and thus it can be reasonably expected for the Vice President to be responsible for co-ordinating and running tournaments in such circumstances.

iii. Method of election

To become a member of the society, people just need to come and see Poker Soc at the Freshers' Fair or come along to a game and sign up, no cost or anything, no experience necessary!

Anyone who wants to become the new President, VP or Treasurer simply has to put their name forward in June and all members will be able to vote for who gets the position.

29. Prison Project Committee

a. General Committee

43 Van Mildert Prison Project visits a nearby Secure Training Centre to visit young people between the ages of twelve to seventeen. Block visits take place every Wednesday afternoon. This is where the mentors can chat, socialise and mingle with a group of young people. These sessions on the house blocks serve to break up the young peoples' day and to provide a group of friendly, new faces. If the young people wish to see a particular mentor there is an opportunity to have further contact. Some of the mentors also visit on a Sunday evening where one to one visits take place. Here the mentor can play cards (probably black jack), board games or just chat with the young person.

44 General Qualities

45 Committed, Friendly, Confident, Sociable, Open Minded, Caring and Fair

46 General Responsibilities

47 Turning up to organised training sessions, fundraising events and socials. Be organised and reliable when committing to Wednesday block visits and one to one visits. Keeping check of any correspondence by emails and completing CRB forms efficiently.

48 Time Commitments

- Medium – up to 6 hours per week including travelling.
- Wednesday afternoons for block visits, possible Sunday visits for one to one visits.
- Helping out at fundraising events – (e.g packing shopping bags, baking for cake stalls, working at a event.
- Attending a two hour breakaway training session, and a two hour introductory training session.

49 Method of election

50 All committee members, including the director, are elected by interview as per appendix A. Those who are successful are CRB checked over the summer and start at the beginning of the new academic year

b. Specific positions

51

i. Director

52 The director must be organised – he/she organises the rotas for the block visits on the Wednesday afternoons, sets up the Sunday visits and liaises with the staff at the prison to carry out these visits. The director must be able to deal with any problems that may arise. The director organises training sessions and breakaway training time slots. At the end of the academic year, the director must carry out interviews for next years committee.

ii. Social Secretary

53 Organising committee socials, getting the committee together at least every term.
54

iii. Story Book Dads Co-Ordinator

55 Story Book Dads gives imprisoned parents the opportunity to read and record a bedtime story which is then enhanced with music and sound effects and sent to their children on a personalised CD to help family members continue family relationships while they are at the centre.
56 This position will involve liaising and organising with the director and the staff at the training centre to ensure the success of this new venture.

30. Primary School Project Committee

a. General Committee

The Van Mildert Primary School Project works with four local Primary Schools (St. Hild's Primary School, Finchale Primary School, Blue Coats Church of England Primary School and Framwellgate Moor Primary School) and aims to provide teaching assistants to aid teachers in the classroom and volunteers to run extracurricular activities to give the children an opportunity to partake in activities which they otherwise could not. The volunteers enter the schools at a specific time every week with teaching assistants spending one afternoon or one morning a week in a class and club organisers visiting during a lunch-time or after-school time slot.

All of the schools are accessible via a short bus ride and many volunteers comment that they value a break from normal University life once a week.

Planning clubs or volunteering a morning or afternoon a week may sometimes be a demanding task for volunteers but we emphasise that the Project is an incredibly important commitment that must be upheld.

Experience with children is considered advantageous but not necessary.

The project is a fantastic opportunity for those students who are considering future employment in teaching but can also be very rewarding for those who simply enjoy working with children.

Volunteers have the responsibility of ensuring that they arrive promptly to each session and encourage all of the children present to get involved. Due to the nature of the project it is also crucial that the volunteers conduct themselves in a way that is in accordance with the values of the project, this involves factors such as dressing smartly and conducting oneself in a way that is appropriate with children of a primary school age.

Timing

It is very important that the volunteers commit themselves to visiting the school every week without fail and that they always arrive on time. If there are any problems with a particular week then it is incredibly important that the school are informed so that they can make other arrangements.

Fundraising is crucial to the project so it is also key that volunteers are involved with all of our fundraising activities.

Method of election

PSP volunteers are all selected through interviews.

b. Specific Positions

i. Director

The principle role of the Primary School Project Director is to manage the running of the Project and maintain communication between the schools and the volunteers to ensure that everything is running smoothly. In particular the Director must liaise with the Head of Schools to guarantee that the high standards of the project are being met and to deal with any issues that may arise.

In order to complete this role it is important that the Director has good communication skills and is well organised.

Method of election

The Director does not need to meet any specific criteria such as having a particular number of years of experience within the Project. They are however expected to have a reasonable understanding of how the Project is run and the work that is involved in the role. The Director is chosen through the interview process.

ii. PSP Head of School

The role of the Head of School is to provide a link between the Schools themselves, the Director and the Volunteers. They have to be in constant contact with the Head Teacher of their particular school so that any issues that may arise can be quickly identified and managed. In particular they must also coordinate the time tables of their volunteers with the schools hours and arrange the time at which the volunteers will visit.

Method of election

The Head of Schools are chosen through the interview process. In order to become a Head of School it is preferable that the individual has had some experience within the Project.

31. Services Committee

a. General Committee

There are fourteen members of services committee who help in the running of the college shop and its associated services. Each member works one dinner or lunchtime shift every week and an evening shift every fortnight. During a shift, the committee member is expected to serve customers, restock the shop and cash up the till on lunchtime and evening shifts Sunday to Monday and just on the evening shift on the Saturday.

Each member of shop committee is also responsible for a specific element of the running of the shop. The roles are as follows: Manager, Assistant Manager, Treasurer, two Assistant Treasurers, P&H Rep (liver-in), Toastie Manager (liver-in), Coca-cola Rep (liver-in), Cadbury Machine Rep (liver-in), Fairtrade Rep, Ginsters Rep, Health and Safety Rep and Bread/Milk/Cheese Rep (liver-in). Descriptions of each role are as follows:

b. Specific Positions

i. Assistant Manager

Deputy to the manager to act as a substitute if the manager is away, also in charge of stock rotation, keeping track of wastage and keeping the till software up to date so that all products are on the till.

ii. Assistant Treasurer 1

In charge of the twice-weekly cash-up checking there are no discrepancies and recording how much of each product category has been sold so the treasurer can record the VAT.

iii. Assistant Treasurer 2

Pays each member of the committee by cheque and compiles a spreadsheet of the wages to send round to the committee to ensure no mistakes have been made.

iv. Assistant Treasurer 2

Pays each member of the committee by cheque and compiles a spreadsheet of the wages to send round to the committee to ensure no mistakes have been made.

v. P&H Rep

Placing telephone orders every week for all the chocolate, crisps, lucozade and groceries. They must collect the delivery and tidy away the order checking it is all correct and the committee are aware of any new products.

vi. Toastie Manager

Oversees the running of team toastie; the recruitment and training of new workers and coordination of the rota. They must also order in all the ingredients for the toasties and waffles (everything except the bread and cheese) and collect and tidy away deliveries.

vii. Coca Cola Rep

In charge of the majority of the drinks sold in the shop. They order in each week to stock the shop and the vending machine. Again, they are responsible for collecting and putting away the delivery but also for stocking the vending machine.

viii. Cadbury Machine Rep

Responsible for stocking the Cadbury machine, fixing it if it breaks and cashing up once a week.

ix. Fairtrade Rep

Orders in the fair-trade goods, liases with Environment Committee for offers. They are also in charge of product management.

x. Ginsters Rep

Stocks the shop with the Ginster products, keeping aware of any new products and keeping track of what sells best.

xi. Health and Safety Rep

Organises the twice- termly shop cleans and ensures toastie workers are aware of the health and safety requirements they should be adhering to.

xii. Bread, Milk and Cheese rep

Collect orders three mornings a week and contacts the supplier if there are any problems and monitors the standing order.

Method of Election

To interview for services committee, you must email the shop manager to arrange a time. If successful, you then are required to do a training shift in the shop where you will learn how to use the till and cash up.

c. Team Toastie

Team toastie is a sub team of shop committee, headed by the toastie rep, that works the toastie shifts. As a member of Team Toastie it's your responsibility to

set up, make the toasties and clear away safely afterwards. You work one shift every fortnight, from around 7:45pm-11:15pm and you get paid the minimum wage for the hours you work.

Method of election

You just email the Toasties Rep (on services committee) at the beginning of the year to say that you want a training shift and then you will get a mini shift. If you are fine then you get accepted. If you email after they already have enough people then you will be put on a waiting list, and you will also be a reserve in case a shift can't be covered

32. Sports Committee

a. General Committee

Sports Committee is headed by the Senior Sports Officer, and consists of the Senior Sports Officer, Sports Treasurer and Junior Sports Officers. The Vice President may also sit on the committee as an overseer, and all Sports Captains are welcome to sit on the committee if they wish.

General responsibilities

- Organise the annual Sports Formal, which takes place after exams
- Organise Team Mildert Stash using the previous years design to ensure uniformity.
- Hold a meeting with the President, Chair and Sports Committee to decide the winners of the sports awards
- Support the Senior Sports Officer with their duties
- Organise and promote Team Mildert nights

Time Commitment

Meet probably twice a term, and ensure that Team Mildert stash is sorted out in first term. Around sports formal time you will have to help out considerably with getting the trophies engraved, sports awards printed and framed, sports colours printed, helping with signing people in on formal night.

b. Specific Positions

i. Senior Sports Officer

The general duties of the senior sports officer are defined in the standing orders, section 2.4. The role is as big as you make it really, but can be very time consuming, though really worthwhile. You are ultimately responsible for the Sports Formal and any liaison from the University to college sport, making sure teams are aware of any changes by Team Durham and attending Sports Officer Meeting at Maiden Castle around twice a term. Organising Team Mildert nights are encouraged to bring all Mildert teams together as well as fundraising for the Sports Formal. Otherwise, you are the primary port of call for all players, especially captains, in college should they have a question or complaint about sport in the university. You are also expected to ensure teams behave themselves both on and off the pitch, as they carry the college name with them everywhere they go.

Method of election

The Senior Sports officer is elected using the STV voting system as outlined in 3.2 (Elections by Ballot Box) of the JCR Standing Orders document. This means that you are required to submit an A4 sheet of paper (manifesto) outlining your experience, ideas etc to the JCR which

will be distributed to all members. You will then be required to give a short speech at the appropriate JCR meeting (see appendix A) and answer any questions from JCR members that may arise. They will then vote on the position via ballot box/online voting to determine the next candidate. If you are interested in standing for this position your first port of call is to contact the current senior sports officer and ask them about the job.

ii. Sports Treasurer (defined above)

Additional Responsibilities and information attend the Sports Estimates Meeting to decide which teams should get how much funding.

Fundamentally, the major part of the role is to keep the accounts of each Sports team in order, so the JCR doesn't get surprised by the VAT man with a hefty bill. The position also gives you the chance to liaise with other teams and people, and generally take an interest in Mildert sport.

It's relatively easy to do, and stands you in good stead for the future, especially if you're considering a career in finance/accountancy, but also will provide you with lots to talk about should you go for a job with competency based interviews."

Time commitment

Most of the year this takes less than 15 minutes a week, plus a trip to the bank every now and again, and a little more time around the Sports Ball and Sports Estimates Meeting.

Method of election

You are elected via interview as per Appendix A, and will be given a separate session to go through the accounts and the processes before the interview. You will be asked separate, treasurer-related, questions.

33. Team Bar Committee

a. General Committee

As a member of team bar you are expected to work approximately once in every eight days. You are expected to work behind the bar during large events in college, including formals, jam by the lake, mildert day etc.

Throughout your shift you will be expected to perform your duties in a way that is conducive to a friendly welcoming atmosphere for both customers and your fellow Team Bar members.

Your duties include but are not limited to; serving customers, collecting glasses and rubbish from the bar and surrounding areas, making sure that behind the bar is kept as clean and organized as possible.

On nights that plastics are being used then you will still be expected to collect them as often as is needed to ensure that the bar looks clean and professional.

The back of the bar should be kept clean at all times. Put back any spirit bottles you use in the correct place and place empties into the glass bin.

Before you leave you must make sure that all the jobs have been completed and that everyone has signed next to the jobs they have done on the nightly cleaning sheet.

If you bottle up the fridges make sure it is done according to the plans behind the bar and that all stock is properly rotated.

If you are collecting glasses around the bar and beer garden then it is your task to get people to leave within twenty minutes of time being called. However, it is important that you do this politely and without detracting from the friendly atmosphere of the bar. You must also make sure that all glasses are cleared from the JCR and dining hall areas.

You are not to leave without completing all tasks and without asking permission from the bar committee member on duty.

Election to Team Bar

There will be interview sessions for Team Bar throughout the year as is required by the Senior Bar Steward. Notice will be sent out to the JCR via e-mail.

Legal Responsibilities

It is your responsibility to ensure that no people under the age of 18 are served alcohol or have alcohol bought for them.

If you fail in this duty then you could face an on the spot fine of £1000 or a later fine of £5000 depending on the judged severity of the offence. It will also result in a review of our premises license.

To prevent this from occurring, the following actions should be taken:

Ensure that you are aware of any freshers in college under 18 (you will be informed at the start of the year by the Bar Steward of who this includes)

During the open days, ID everyone coming to the bar.

Stamps and wristbands should be provided by the open day reps but you should double check on the first sale at least.

During the open days, do not serve rounds to any of the students who are 18. This will prevent alcohol being purchased for those who are underage.

Make sure that the 18 year old in question is aware that they could be facing a fine of £1000 if they buy for anyone under 18

It is illegal to serve someone who is drunk or to someone who you know is going to give alcohol to someone who is drunk.

If you fail to refuse service to someone who is drunk you can be fined a fixed penalty of £80

If someone is considered to be drunk you may ask them to leave the premises.

If they fail to do so they are committing an offence.

Other procedures about the following are included in the Team Bar Handbook: Bar crawls, conflicts and disorder, fires, health and safety issues and discipline.

34. Teikyo Representative Committee

a. General Committee

Teikyo University is a Japanese University that has a campus in Durham (right opposite Van Mildert ☺). The students in the Durham campus are here to learn English. They are all full members of one of the colleges JCRs. In Van Mildert JCR we are lucky to have approximately 15 Teikyo students. They eat with us, but sleep in their own accommodation just down the hill.

The role of the Teikyo reps and parents is to liaise between Teikyo University and Mildert JCR, help the Teikyo students integrate into the JCR, and provide a friendly face to talk to should any problems arise.

b. Specific Positions

i. Senior Teikyo Rep

The first line of communication between the Teikyo students and Van Mildert JCR. They will organise small events, all with the aim of helping the Teikyo students learn English and integrate into Mildert JCR.

Junior Teikyo Reps

A small number of junior reps to help the Senior Rep organise events, and provide friendly faces in Mildert JCR.

ii. Teikyo Parents

You can have your very own Teikyo Child!! Teikyo parents work in much the same way as Mildert Parents, providing the Teikyo students with advice and someone to talk to.

Time commitment

Being a Teikyo rep does not involve as much time commitment as one of the larger committees, except during April when the new students arrive. A large part of the Teikyo Reps job is being friendly and welcoming, as well as organising events, as the Teikyo Reps will be the first Mildertians that the Teikyo students meet.

Method Of Election

The Senior Rep must have been a Junior Rep previously. They are elected in a JCR meeting, according to Appendix A. You are required to give a short speech about why you would be suited to the job (time limit is at the discretion of the Chair, consult them), and you then need to answer any questions from the floor. There is then a vote by a show of hands. The candidate with the most votes is elected.

The Junior reps can join anytime in the year through simply emailing the Senior Rep, though it is advisable to join at the start of first term.

As for Teikyo parents, you can apply to become a parent part way through the 2nd term by replying to an email that the Senior Teikyo Rep will send round. This is because the Teikyo term runs from April to February which means that the new Teikyo students join us in April.

35. Theatre Committee

a. General Committee

Constitutionally Theatre Committee's role is to produce at least one college play per year; however its relative independence from the JCR and small size mean that in reality the role of the committee differs from year to year. Each year Theatre Committee redefines its role, producing a play or plays from a variety of genres. Essentially it is a committee which seeks to make theatre at Mildert accessible and fun for everyone. Members are expected to attend regular meetings as well as carrying out their assigned role. Required levels of commitment vary from year to year depending on the number of productions but as a general rule high levels of commitment are only needed in the run up to a particular production.

Method of Election

Theatre Committee is a non-interview committee so anyone can get involved. You can sign up at the Committee's Fair or contact the Theatre Chair at any time to join. Committee members hold their position for a year and there is no limit to the size of the committee which varies from year to year.

b. Specific Positions

i. Theatre Chair

The Theatre Chair itself is also elected in JCR meeting in third term and holds the role for a year. It is their responsibility to coordinate events and oversee the work of the committee as a whole.

To be elected Theatre Chair, candidates need to be proposed and seconded in the said JCR meeting and go on to speak for a minute in front of their peers. Following this, one candidate is elected by a show of hands.

ii. Publicity Rep

iii. Props and Costumes

iv. PA and Logistics

v. 1st Year Rep

Should be elected in first term

Method of Election

All positions (except 1st year rep) are appointed by Theatre Chair in first committee meeting in third term.

36. Community Visiting Scheme

a. General Committee

- Visit an elderly person in Durham for an hour each week with another student at a time that is convenient to all parties.
- host a number of coffee mornings for elderly residents within the local community, with coffee, tea and cakes provided as well as musical entertainment and a raffle.
- An optional opportunity to attend monthly coffee mornings carried out by St. Oswald's institute. Should be a caring individual who can stimulate conversation easily.
- The individuals should follow the guidelines set out by VMCVS.

Election procedure

To become a part of this committee you have an interview.

b. Specific positions

i. Director

- Coordinates which students visit which elderly person.
- Liaises with the college Chaplain to find elderly people who would like to be visited in Durham.
- Organises the coffee morning for elderly residents in the community.
- Decides when to hold interviews to recruit more visitors.
- Organises a meeting each term to make sure the visiting is taking place and everything is going well.

ii. Assistant Director

- Aiding the director with the above tasks
- Help organise socials and coffee mornings

Election Procedure

As a closed committee, all positions are interviewed for as defined in the constitution. If the Director resigns, the Assistant Director may take over the responsibilities until a new Director can be organised.

37. Website Committee

a. General Committee

Webcomm is the college Website Committee, and we run the JCR website - mildert.co.uk. If you're interested in websites, and know a bit about PHP and MySQL, you're just the kind of person we're looking for! Webcomm is responsible for making sure that all of the cool stuff on the website works. From Formal signup and online payment, to sending out emails to the whole of college, we make sure it all runs smoothly. Depending on how much you want to get involved, and which features you'd like to develop, you can devote as much or as little time to Webcomm as you like.

b. Specific Positions

i. Webmaster

The webmaster is in charge of Webcomm, and has overall control over the website. It is their responsibility to develop new features, and ensure that they work properly. They need good knowledge of all things LAMP, as well as the obvious HTML and CSS. The webmaster also has to ensure that all content on the website is appropriate for a JCR site, and remove anything objectionable. Again, depending on your vision for the site, and how you'd like to see it develop, you can spend as much time as you want to on it

Method of Election

The webmaster shall be elected by interview. As defined in section 3.5 of the Standing Orders.

38. Young Persons Project

a. General Committee

The Young Persons' Project aims works with Year 10 students (14-15 years old) from two local schools in the Sunderland and Hartlepool areas. The young students who are involved in the project are often those who have the ability to do very well at school (and beyond), but lack the discipline or motivation to realise this. Often many of the students involved in the project do have behavioural problems, some stemming from their home lives. YPP aims to make these young students think seriously about their futures, and pursue options they would not have otherwise considered. There is, therefore, an emphasis on further and Higher Education, particularly university, in YPP's activities. YPP's aims and activities focus on building confidence, creativity and team skills in these young students, to empower them to be able to realise and pursue these goals and to believe in themselves.

The role of the Young Persons Project Volunteer is not to counsel the young students, but rather to act as a facilitator to their needs. Often, due to the disadvantaged background of many of the Year 10 students involved with the project, YPP can be quite an emotional experience for the volunteers. This is why YPP requires strong, confident and compassionate characters, prepared to put their time and energy into difficult situations, whilst at all times ensuring the safety of the young students involved in the project.

The project is incredibly enjoyable, but can be hard work. Nevertheless, we expect the highest level of dedication from every volunteer.

Any experience of working with children of this age (14 and 15 year olds) or any fundraising experience or ideas is valuable.

General Responsibilities (Volunteers)

As a volunteer your role involves attending the school sessions and undertaking all of the activities arranged and ensuring that the kids are participating fully in them and getting the most they can out of them. In addition, you will participate in fully in the residential, working with the kids, helping to coordinate activities and ensure that the kids are all enjoying themselves and getting the most they can out of the activities. Furthermore, fundraising events take place throughout the term and volunteers are expected to assist in the organisation and running of them.

Timing

Your availability is very important. Volunteers should be available to attend one after school session per week (Mondays and Wednesdays), for six/seven weeks during Epiphany term (these will last a few hours- leaving college at 2.30pm and returning around 6pm).

Volunteers must also be available to participate fully in the Residential, which takes place during the Easter holidays. This year the residential is running for four days with one day of preparation beforehand (therefore five days in total). On top of this there are fundraising activities throughout the three terms which require the help of volunteers. Although this varies throughout the term, there are normally two big fundraising events each term, with other smaller fundraising events taking place on top.

Method of election

YPP volunteers are selected via interview as per Appendix A.

b. Specific Positions (Committee Members)

i. YPP Director

It is the responsibility of the YPP Director to oversee the running of the project and ensure all aspects of the project are progressing as they should. This involves working with each of the committee positions individually to ensure that the project's aims and targets are being fulfilled. It is the duty of the Director to work closely with:

- The fundraising committee members to organise and coordinate fundraising events.
- The school liaison officer to prepare and run the weekly school sessions.
- The treasurer to ensure the accounts in order and to guarantee that there is a strict budget being followed in order that there is sufficient finance to fund the project.
- The Residential Representative to ensure the successful organization and completion of the Easter residential.

The YPP Director should also liaise closely with the volunteers, the two schools and VM college to ensure everybody is informed of circumstances at any time. The role of director is a broad one and requires you to have good organisation, team work and communication abilities.

Method of election

To be Director you need to have been a volunteer and have at least two years experience on YPP, including one year as a committee member. Director is selected via interview as per Appendix A.

ii. YPP School Liaison Officers (1)

The duty of the School Liaison Officer is, in tandem with the Director, to liaise with the two schools in Sunderland and Hartlepool, and to organize the dates and arrangements of the 12 school session during Epiphany term, and also to review and alter the actual structure of the school sessions (if required). There will be opportunities for this person to run sessions and to put their own spin on the sessions.

iii. YPP Fundraising, Sponsorship and Future of Project (x2)

The money raised from fundraising compliments the larger grants that YPP receives, and thus ensures the successful running and, most importantly, the future continuation of the project. The responsibility of the Fundraisers is to co-ordinate fundraising efforts, which may include working with the Director and Treasurer to gain grants and corporate sponsorship, or equally may involve working with YPP volunteers, and organizing fundraising events in Van Mildert college during the three terms (and the wider university community).

iv. YPP Residential Representative

This is a new position on YPP committee, starting in 2010, and will thus be subject to change and alterations in the subsequent years. The role of the YPP Residential Representative is to act as a contact point with Van Mildert college and the two schools in terms of the organization of the Residential. The position will work under the direction (and in tandem with) the Director in the actual organization and planning of the Residential. The Residential Representative will also deputize in terms of the administration of the Residential.

Method of election

To be a committee member you must have been a volunteer on YPP for one year. Committee members are selected via interview as per Appendix A.

39. Welfare Committee

a. General Committee

General Qualities

Enthusiastic, team worker, commitment, organisation.

General Responsibilities

- To run two campaigns throughout the year with the help of the rest of the committee, and to aid the other campaigns run by members as they see fit.
- To attend the welfare comm. meetings, approx every fortnight.
- To take a proactive approach to raise awareness of issues affecting students such as sexual health week etc.
- To provide things that will aid personal safety, e.g. attack alarms, condoms etc
- To be friendly and open so that other students can come to us for help.

Time Commitment

approx 1 hour a fortnight, 15 hours aiding other campaigns throughout the year, and 20 hours running a specific campaign.

b. Specific positions

i. Welfare Officer

As defined in the standing orders of the JCR.

ii. Assistant Welfare Officer

As defined in the standing orders of the JCR.

iii. LGBT Rep

This person is a point of contact for support and signposting to other LGBT services, as well as running Q Week.

iv. Campaigns Coordinator

This position was created to allow the Welfare Officer to focus on primarily welfare. It is an organizational role that includes planning and delegating campaigns for the whole year, arranging to meet committee members over a week before the campaign in order to discuss plans and help with any difficulties, chasing up things that haven't been done yet.

v. Campaigns Rep

The duty of the campaigns rep is to help the campaigns coordinator in making sure campaigns are running as effectively as they can, as well as coming up with creative input on how campaigns can be best run.

vi. Livers Out Rep

Basically to assist the Livers Out Assistant Officer and Livers Out Comm where necessary. To represent livers out and contribute to all campaigns where possible to make them more inclusive and accessible to livers out. Also to organise Livers Out Week.

vii. Disabilities Rep

involves completing some welfare training organised by the Education Welfare Officer, meeting regularly with DUSSD, signposting students with disabilities to the correct facilities or contacts. They are also expected to run Disabilities Awareness Week, with help from DUSSD and Welfare Comm. The disabilities rep's role is to represent the needs of those in college who have a disability. It involves being accountable towards them and a point of contact for should they need any information.

viii. Sexual Health Rep

The role will involve being responsible for ordering sexual health provisions, being a source of information on sexual health, and helping coordinate relevant campaigns such as Chlamydia testing and the like.

ix. Sponsorship Rep

Basically there is lots of free stuff available that would be really useful for campaigns but that takes a lot of time to find and often needs to be organized/applied for in advance – so that's what this position is for. If done properly this could save welfare a lot of money and allow for some great freebies and events!

x. Training Rep

Welfare Committee deals with an incredibly broad range of issues both in its role as a welfare provider and in its role as a campaigning committee. The role of the training co-ordinator is two-fold. First to work with any member of the committee that would like to be trained in a particular issue, and to find an appropriate training source (this could be one of the officers; a senior tutor or chaplain; the EWO; or an external source). Second, they will also work with the persons in charge of any particular campaign in order to provide any training specific to the campaign. In addition they would work with the sponsorship rep to try and find funding for more expensive training venture. They are not expected to carry out any training themselves, though indeed if they were expert within a particular field they could indeed do so.

Method of election

All positions on welfare committee are interviewed, as per Appendix A. Welfare officer is an executive position so is elected by ballot box, as per the standing orders, section 3.2.

40. Year Abroad Support Committee

a. General Committee

General Responsibilities

As a committee member you give support to people on their year abroad and people planning their year abroad. This includes, but is not limited to, updating year abroad contact details on the college website, arranging a year abroad talks nights, contacting year abroad students whenever necessary, adding information to the year abroad section on the website, answering queries concerning living abroad.

Time Commitment

1. This isn't a committee that requires much time commitment. You are expected to help out with the talks night, and then just spend time adding information from your experiences to the college website.

Method of election

This is an open committee, so you can join at any time of year by emailing the head of the committee, which is the Vice President.

41. Yearbook Committee

a. General Committee

Most committee members are given specific positions by the editor. In addition to what is described below all members need to attend meetings, roughly two a term with more as you near the end of epiphany term, and help out with ideas for content of the yearbook.

b. Specific positions

i. Yearbook Editor

General Responsibilities

The editor's job is to organise the meetings and allocate jobs to people. They also need to keep in regular contact with all the other members of the committee to ensure the jobs are getting done. When articles are written they need editing and page setting, however some of the page setting can be allocated. The editor must communicate with the publishers and generally keep tabs on things to make sure everything goes smoothly and that nothing is forgotten or left out of the Yearbook. They must also think about the templates for pages, decide on how much colour should be in the yearbook, keep tabs on where money is being spent and organise the front cover.

Time commitment

This position will require quite a lot of your time. There isn't much commitment involved in the first term. This term mainly consists of organising the committee, liaising with the publisher, getting articles written that can be, and starting to collect photos from the JCR. Second term is a heavy commitment as you don't want to be left with having to do much in exam term. You want to have all articles in by the end of this term, and as much set before exams start as possible. There will be a very short time after exams for you to get the book in, which is a very heavy time commitment in the mad rush to get it all finalised.

Method of election

The editor is elected in a JCR meeting, according to Appendix A. You should contact the previous committee head (if still around) or the Vice President prior to hustings so that you have a full understanding of the job. In the meeting you are required to give a short speech about why you would be suited to the job (time limit is at the discretion of the Chair, consult them before the meeting), and you then need to answer any questions from the floor. There is then a vote by a show of hands. The candidate with the most votes is elected.

ii. Assistant Editor

The Assistant editor's job is to liaise with the editor and help edit the articles and help make decisions concerning the publisher, front cover, template etc, while also be called upon to help write articles and page set. This position requires quite a big time commitment, especially in epiphany term and straight after exams before deadline.

iii. Baby Photos Rep

The Baby photos rep must get in contact with the parents of all the finalists graduating that year and obtain baby photos and a message from the finalist's parents. This then needs to be gathered together and page set. This involves a lot of work because there are so many finalists to include, with all the work being completed in epiphany term.

iv. Finalist Rep

The finalist rep must email all the finalists in order to prompt them into writing profiles for their friends and obtain photos. This involves a lot of prompting, and making sure that all the finalists have a profile included. Once they have all been gathered then they need page setting. This again involves a lot of work since there are so many finalists to include. All the work is concentrated in epiphany term.

v. 1st Year Rep

The first year rep just needs to write an article containing all the things the first years have been involved in throughout the year and anything interesting that has occurred. This position doesn't have a big time commitment, but you are expected to help out with other articles too, and ensure the yearbook appeals to first years as well as finalists.

vi. 2nd Year Rep

The second year rep does the same article as the first year rep but for the second years. This position doesn't have a big time commitment, but you are expected to help out with other articles too, and ensure the yearbook appeals to second years as well as finalists.

vii. Sports Rep

The sports rep must contact all the heads of sports teams to write articles for their sports teams a lot of prompting and then once the information is brought together they page set all the sports articles for each of the sports clubs. This is a fair amount of work, mainly concentrated at the end of epiphany term and over easter, possibly after exams too depending on how organised you are.

viii. Fun Stuff Rep

The fun stuff rep is in charge of the light hearted articles in the Yearbook. Often this involves coming up with imaginative ideas and then bringing them together to create the articles. Time commitment for this position can be paced over the year.

ix. Committees and Clubs Rep

The committees' rep must contact all the heads of committees and ask them either for information about what has gone on throughout the year for that committee or ask them to write the articles themselves. If only the information is provided then they then need to put it together to write the article. This is a fair amount of work, mainly concentrated at the end of epiphany term and over easter, possibly after exams too depending on how organised you are.

x. Other positions

The editor can create new positions or remove the above listed positions as they see fit, at their own discretion.

Method of election

As yearbook committee is an open committee all of the specific positions (save editor which is described above) are elected via emailing in the editor. You can join anytime in the year, although ideally you should join in first term after the editor has been elected, as this will be when the committee meets and the specific positions listed above assigned on a simple, informal, volunteering basis.

42. Keepers of the College Things

Keepers of the college things are defined bellow:

a. Average Person

The keeper of the college average person maintains the traditions of the average member of the JCR and looks out for their best interests.

b. Drill

The keeper of the college drill looks after the story of the Drill Man and ensures it is never forgotten.

c. Ducks

The keeper of the college ducks ensures the ducks safety and looks after them in times of need.

d. Mildert Spirit

The keeper of college spirit ensures that the spirit of the JCR is maintained thought the years.

e. Music Room

The keeper of the college music room exists to ensure the evil PA committee do not steal all of the microphones.

f. Sewing Machine

The keeper of the college sewing machine ensures that the sewing machine is safe and functions correctly.

g. Snooker Room

The keeper of the college snooker room is in charge of the upkeep of the snooker room and table.

h. Spew

The keeper of the college spew is in charge of maintaining the college spew.

43. Carer's Respite Committee

a. General Committee

The Carers Respite Committee aims to provide respite to Carers and Disabled parents supported by Easington Carers in the Easington/Peterlee area. This is done with the aim of also providing fun, stimulating activity for the disabled children of the carers and their siblings and the children of disabled parents. The committee runs activity sessions at Peterlee leisure centre on weekends and during school half terms at least once a month volunteers organise a number of different activities to involve children of different ages, abilities and interest with a typical session involving some sporting games, arts and crafts, parachute games etc. Tea and Coffee is provided for parents who wish to stay but they are also welcome to leave and take the opportunity to have some time to themselves (except in special cases when the disability of their child is too severe for them to be left in the care of untrained volunteers). The committee also runs home visits on an ad hoc basis when small groups of volunteers go into the home of the families and spend time playing with and entertaining the kids to give the parents a break, this can involve activities such as baking, board games, playing football and other games outside dependant on the families and what the children want to do. The committee also runs special outings to local places such as the farm or the park.

Volunteers are expected to act as good role models for the children as well as providing a good level of responsible care and ensuring the safety of the children at all times. It is also part of the role of volunteers, whilst they are not involved in running an activity, to converse with parents and children who really value having someone to talk to. It is vital that volunteers are compassionate and ready to listen as well as enthusiastic to provide families with respite whether that be by giving them a break or some light hearted fun. The project can be challenging as it is aimed at quite an underprivileged area and the families obviously experience significant hardships with often multiple people in the same family having mental physical or behavioural problems.

The project is incredibly enjoyable, but can be hard work. Nevertheless, we expect the highest level of dedication from every volunteer.

Any experience working with children or people with disabilities or any fundraising experience or ideas is valuable.

General Responsibilities (volunteers)

As a volunteer your role involves attending the activity sessions on weekends and during school half terms. Some volunteers will be matched with a particular family and then it will be their responsibility to also carry out home visits on an ad hoc basis. Volunteers will be expected to contribute to coordinating activities and special outings. It will be part of the role of each volunteer to develop a

strong relationship with the families and ensure the sessions being run are stimulating for the children and you are getting stuck in. Volunteers matched with a particular child or family will be especially expected to develop and maintain a strong relationship with them. Furthermore, fundraising events take place throughout the year and volunteers are expected to assist in the organisation and running of them.

Timing

Volunteers must be highly reliable; activity sessions at the leisure centre usually take place on Saturday morning so it is vital that volunteers are usually free at this time. However, to be of most use to the families it is important for the committee to be flexible therefore volunteers may be asked to state their availability for a date or time and then keep to any commitments they make. Home visits will usually take place on afternoon/evenings during the week but these timings are not fixed therefore again it is important for volunteers to be organised and able to indicate their availability to the volunteers coordinator.

On top of this there are fundraising events run throughout the three terms for which the help of the volunteers is required.

Method of election

CRC volunteers are selected via interview as per Appendix A.

b. Specific Positions (Committee Members)

i. CRC Director

It is the responsibility of the CRC Director to oversee the running of the project and ensure all aspects of the project are progressing as they should. This involves working with each of the committee positions individually to ensure that the projects aims and targets are being fulfilled.

It is the duty of the Director to work closely with:

- The Families Liaison officer to ensure all the families are being communicated with regularly and effectively and they are happy with how the project is being run.
- The activities coordinator to prepare and run the activity sessions and special outings and organise transport for all sessions, outings and home visits at the lowest possible cost.
- The treasurer to ensure the accounts are in order and to guarantee that there is a strict budget being followed in order that there is sufficient finance to fund the project.
- The fundraising committee members to organise and coordinate fundraising events.

The CRC Director should also liaise closely with the volunteers, the families and VM college to ensure everybody is informed of circumstances at any time. The Director is also responsible for organising any training necessary for volunteers and ensuring Health and Safety requirements are being met at all times. The role of director is a broad one and requires you to have good organisation, team work and communication abilities.

Method of Election

To be Director of CRC you must have been a volunteer. Director is selected by interview as per Appendix A.

ii. Assistant head/ Family Liaison Officer (1)

The Family Liaison officer is responsible for letting the families know what the committee is planning to run at the beginning of each term and then speaking to them before any session or outing so the committee knows how many people they can expect to attend. It is also the Family Liaison Officers role to organise home visits with families who require them. The Family Liaison will obtain feedback from families about the project and work closely with the Director and support them in making sure the aims of the project are being achieved.

iii. Activity coordinator (1)

It is the responsibility of the Activity coordinator to organise the activity sessions and outings as well as organising transport. This position will work alongside the Family Liaison Officer to ensure families are being catered for appropriately by the activities run. They will also liaise with the treasurer to ensure activities, outings and transport are organised in order that they are sustainable in line with the budget.

iv. Treasurer (1)

It is the responsibility of the treasurer to control the money spent and received by CRC and to ensure a strict budget is being followed to guarantee the continuity of the project. They will also be expected to work alongside the Fundraiser in order to gain grants and corporate sponsorship.

v. Fundraising, Sponsorship and Future of Project (1)

The money raised from fundraising and sponsorship is vital to ensuring the successful running and, most importantly, the future continuation of the project. The responsibility of the Fundraisers is to co-ordinate fundraising efforts, which may include working with the Director and Treasurer to gain grants and corporate sponsorship, or equally may involve working with CRC volunteers, and organizing fundraising events in Van Mildert College during the three terms (and the wider university community).

Method of election

Committee members must be current volunteers. Specific committee positions will be selected by interview as per Appendix A.