

Appendices *to the* Standing Orders *of the* Junior Common Room



Passed by Referendum: 3rd March 2011
Ratified by JCR Meeting: 13th March 2011

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Van Mildert College JCR
University of Durham

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JCR Meeting Timetable

of the
Junior Common Room



Ratified: 3rd March 2011

Appendix A

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

JCR Meeting Timetable					
Term 1		Term 2		Term 3	
Motions Presented at the JCR meetings					
		Review of JCR Policy	AGM		Annual Accounts
Positions elected at the JCR meetings					
KotC Average Person	Head of External Events Committee	VMA Representative	Yearbook Editor	Theatre Chair	Senior Teikyo Rep
KotC Spew	Head of Fashion Show	Head of Mildert Day	KotC Spirit	KotC Sewing Machine	Head of Music Committee
Senior Sports Officer	KotC Music Rooms	KotC Snooker Room	KotC Drill	Senior Environment Officer	Head of Gym Committee
	International Students' Officer	KotC Ducks			
Posts to hust at the JCR meeting and to be elected via ballot before the next JCR meeting					
	Senior Freshers Rep	President	Treasurer	Services Manager	Livers' Out Officer
	Communications Officer	Bar Steward	Senior DSU Rep	Vice President	Chairperson
	Vice Chair	Events Officer	DUCKtator	Senior Sports Officer	
		Welfare Officer	Arts Chair		
Positions to be elected by interview					
Services	Welfare	Open Day Committee	DUCK	Assistant Treasurer	Assistant Welfare
Team Bar	VMCVS	Team Bar	Webmaster	Gym Committee	YPP Director
External Events	DUCK			Freshers' Committee	VMPP Director
YPP	Livers Out Committee				VMCVS Director
VMPP	Fashion Show Director				CRC Director
VM PSP	Fashion Show Committee				PSP Director
Finance Committee	CRC				
	Bar Committee				
Starting Points of JCR Officers					
President		Senior Freshers' Rep		DUCKtator	
Bar Steward		Communications Officer		Arts Chair	
Treasurer				Senior Sports Officer	
Events Officer				Senior DSU	
Services Manager				Welfare Officer	
Vice President					
Livers' out Officer					
Chairperson					

Committees

Descriptions

of the

Junior Common Room

Ratified:



Appendix B

*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 INFORMATION

- 1.1** This Standing Order may only be amended or supplemented by a ratified motion, as defined in 2.3 of the Operational Regulations Standing Order, passed by a two-thirds majority at a quorate JCR Meeting. All amendments or supplements shall appear on the agenda for that meeting.

2 COMMITTEES OF THE JCR

2.1 Arts Committee

2.1.1 There shall be an Arts Committee, whose function shall be:

- i) To promote the 'Arts' (Drama, Music, Dance and the Fine Arts) in Van Mildert College.
- ii) To organise and produce a pantomime near the end of the Michaelmas term.
- iii) To organise 'Arts Week', including a 48-hour production, during the Epiphany term.
- iv) To organise and/or encourage any other Arts based project(s).
- v) Represent the interests of the Music and Theatre Committees and the Choir, Orchestra and VM Big Band by inviting a member from each group to join the committee.

2.1.2 The Arts Committee shall meet when necessary, at least three (3) times per term.

2.2 Awards Committee

2.2.1 There shall be an awards committee which shall decide the Honorary Life Memberships (HLMs), Special Awards and Contribution Awards which are awarded annually by the JCR to individuals for their exceptional service to the JCR.

2.2.2 The membership of the committee shall consist of the JCR President, JCR President-elect and a representative from each year group.

- i) The JCR Chair shall be an ex-officio member and chair of the meeting.
- ii) The College Master and College Chaplain may be requested to sit on the committee by the JCR President and/or Chair as ex-officio, non-voting, members.
- iii) The representatives from each year group shall be decided by JCR President and Chair
- iv) No other members of the Executive Committee, past, present or elect may sit on the Awards Committee

- v) The membership of the committee shall remain a secret until after the presentations of the awards
- 2.2.3 The Awards Committee shall be convened in the third (3rd) term of the academic year.
- 2.2.4 The President shall invite the JCR to submit nominations for HLMs for a period of not less than two (2) weeks before the Awards committee is convened.
- 2.2.5 There shall be no upper or lower limit to the number of awards
- 2.2.6 Any member of the Awards Committee who has been nominated for an HLM or Special Award must leave the meeting for the duration of the discussion surrounding their nomination
- 2.2.7 The Awards shall be presented at the Masters Formal in the third term.
- 2.2.8 HLMs shall be full members of the JCR.
- 2.2.9 HLMs shall be awarded as the ultimate sign of recognition for a finalist who has made a significant and sustained contribution, well beyond the call of duty, to various areas of the JCR. Someone who has made a lasting impact on the college and JCR. Recipients are a member of the JCR for life.
- 2.2.10 Special Awards shall be awarded to a finalist who has shown significant contribution and dedication to the JCR, or to a specific area within it.
- 2.2.11 Contribution Awards (all years) shall be awarded for contribution across a certain area over the past year, or time at Van Mildert:
- i) Contribution to the Arts Award shall be awarded for contribution to the Arts within Van Mildert.
 - ii) Contribution to The Wider University Award shall be awarded for contribution to an area not directly linked to the JCR, eg DSU, Palatinate, DST,
 - iii) Contribution to the Wider Community Award shall be awarded for contribution to Charitable or Outreach activities, whether internal to the JCR e.g. JCR Outreach Projects/DUCK, or external, e.g. SCA.
 - iv) Contribution to College Life Award shall be awarded to someone who may not have been head of a committee etc, but who has contributed to general college life.
 - v) Contribution to Sport Award shall be awarded for contribution to Sport within Van Mildert

2.3 Ball Committee

2.3.1 There shall be a Ball Committee, whose function shall be:

- i) To devise, plan and organise the Michaelmas and Summer Balls.
- ii) To prepare for and clear up after each ball
- iii) To organise the sign-up, seating plans and name cards for balls and other events where necessary.
- iv) To organise workers and security for balls.
- v) To co-ordinate external companies and acts hired for balls.

2.3.2 The Committee shall make every effort to liaise with and regularly update the relevant members of College Staff and JCR Officers throughout all stages of each ball, from preparation to clean up.

- i) Members of the Committee, including but not limited to, the Head of Committee and Assistant, shall hold a meeting at least one (1) month before each ball with relevant members of College Staff to discuss planning and other issues, with weekly meetings subsequently leading to daily meetings in the week before each ball.

2.4 Bar Committee

2.4.1 The Bar Committee is a committee of the JCR.

2.4.2 The Bar Committee shall produce a Bar Handbook that shall be open to inspection by the JCR.

2.4.3 The Bar Committee shall help to organise the running and maintenance of the college bar.

2.4.4 The Bar Steward shall convene and chair the committee meetings. The Bar Steward's other duties and election process shall be as laid down in the Bar Handbook and the sabbatical Bar Stewards contract.

2.4.5 Further members shall be elected each year, to hold office for two (2) years. The number and duties of such members shall be as laid down in the Bar Handbook.

2.4.6 The Committee shall meet weekly during term time.

2.5 Careers Representative Committee

2.5.1 There shall be a Careers Representative Committee, whose function shall be:

- i) To liaise with the Senior Common Room and the Van Mildert Association to obtain careers advice and information for the JCR.
- ii) To maintain a notice board displaying advice on careers and work experience in the JCR foyer.
- iii) To organise careers workshops and other careers-related events in college.
- iv) To report their progress to the Vice President.
- v) To assist the Vice President in the organisation of the annual Careers Dialogue.

2.6 Computer Committee

2.6.1 There shall be a Computer Committee whose function shall be:

- i) To maintain the college computer room and its contents,
- ii) To maintain the printer stocks of toner and paper
- iii) To put up notices explaining committee policy in the computer room.
- iv) To ensure that all notices are kept on the computer notice board.
- v) To help JCR members to use the college computers,
- vi) To provide information on using the En-Suite Online system.
- vii) To provide information on making the best use of University IT facilities.
- viii) To represent the JCR to college and the University Information Technology Service on matters concerning computing facilities, specifically including:
- ix) To inform ITS of any problems with the college computer hardware.
- x) To delegate at least one (1) member to the Durham IT College Representatives meeting once a term.

2.7 DSU Committee

2.7.1 There shall be a Van Mildert DSU Committee, whose function shall be to:

- i) To keep the JCR and MCR aware of all events, meetings and

issues which the wider Students' Union, university and NUS are concerned with.

- ii) To select members to sit ex-officio on DSU committees where appropriate;
- iii) To survey student opinion on issues regarding the student experience;
- iv) To promote cross-campus elections within college;

2.7.2 The Van Mildert DSU Committee membership must comprise of, at least; one liver in, one liver out and one postgraduate.

2.7.3 The JCR President and MCR President will be honorary members of the committee.

2.8 DUCK Committee

2.8.1 There shall be a JCR DUCK (Durham University Charities Kommittee) Committee whose function shall be:

- i) To raise as much money as possible by holding various events in DUCK Week and throughout the year.
- ii) To raise awareness of the charities which DUCK supports in any given year.
- iii) To assist the DUCKtator with the organisation of DUCK week.

2.8.2 The Committee shall meet at least three (3) times per term.

2.9 Environment Committee

2.9.1 There shall be an Environment Committee, who shall have the following duties:

- i) To promote recycling and other environmentally-friendly policies in college through regular campaigns and events.
- ii) To liaise with college and the DSU to implement environment policy
- iii) Make every effort to maintain the college ecosystem and grounds in conjunction with college.

2.10 Fashion Show Committee

2.10.1 There shall be a Fashion Show Committee, whose function shall be to:

- i) Organise, publicise and operate the annual Van Mildert Fashion Show
- ii) To encourage participation from the JCR, MCR and SCR

2.10.2 There shall be at least six (6) Fashion Show Committee section leaders who will be elected by interview whose roles shall be defined by the Fashion Show Director. They shall be responsible for their individual sections and the recruitment of volunteers to their sections.

2.11 Film Committee

2.11.1 There shall be a Film Committee, whose function shall be to:

- i) Organise, publicise and operate a weekly film night in college.
- ii) Liaise with the Services Committee in the operation of the DVD Library.

2.11.2 The Film Committee shall be financially self-sufficient, through donations from attendees of the weekly film night. All proceeds shall be spent on the purchase of new DVDs to be added to the DVD library in the college shop.

2.12 Finance Committee

2.12.1 There shall be a Finance Committee of the JCR whose function shall be:

- i) To oversee the financial operation of the JCR.
- ii) To oversee the financial operation of all clubs, societies and committees affiliated to the JCR.

2.12.2 The membership of the Committee shall be: The JCR Treasurer, Assistant JCR Treasurer, President, Chair, Vice-President and Five (5) members of the JCR who are not members of the Executive, Social, Services or Bar Committees,

2.12.3 Minutes of Finance Committee meetings shall be available to all members of the JCR.

2.12.4 Officers of the JCR may be required to attend specific meetings of

the Finance Committee.

2.12.5 During the course of discussion of a financial motion in a JCR meeting, if the motion is amended so that it alters the amount of money to be spent, the resulting substantive must then be ratified by Finance Committee at its next sitting. If the substantive is not ratified it must be returned to the next JCR meeting for further discussion.

2.12.6 All event budgets shall be brought to Finance Committee before any spending decisions are made. Finance Committee shall have the power to scrutinise and suggest amendments to these budgets. They must be submitted to the Assistant Treasurer in accordance with a timetable set out in the Annual Budget.

2.12.7 Any expenditure which is turned down by Finance Committee may be brought as a motion to the JCR at which Finance Committee shall be expected to account for its decision not to support the motion.

2.12.8 The Finance Committee shall meet at least three (3) times per term when required.

2.13 Freshers' Committee

2.13.1 There shall be a Freshers' Committee, whose function shall be:

- i) To plan for the arrival of the new students each year.
- ii) To organise events for the enjoyment of the new students.
- iii) To do all things possible to ease the students into College life.
- iv) To support the Senior Freshers' Representative in planning for the arrival of the new students.
- v) To be present during Freshers' Week to help the new students.

2.13.2 Members of Freshers' Committee have a duty of care with respect to freshers at Van Mildert. This duty entails certain standards of conduct. In particular, there should be no physical intimacy between those in a position of responsibility and new JCR members in the early stages of their time at Van Mildert.

- i) This duty of care will last until the first Wednesday of term after the Freshers' Week in question.
- ii) If a committee member fails to adhere to this rule, they shall be immediately removed from Freshers' Committee and Open Day Committee, and they automatically forego their right to apply to Open Day Committee, Freshers' Committee or any other

committee where a duty of care is required in the future.

2.14 Gossip Coordinators Committee

2.14.1 There shall be a Gossip Co-ordinators Committee, whose responsibility shall be to:

- i) To amass college gossip.
- ii) To create a bogsheet to distribute to college members, via college toilets.

2.15 Heads of Committees Committee

2.15.1 There shall be a Heads of Committees Committee, whose function shall be:

- i) To enhance communication between the committees of the JCR.

2.15.2 Membership of the Committee shall consist of the head of every committee and society affiliated to the JCR.

2.15.3 The Committee shall meet as required.

2.16 ISA Representatives Committee

2.16.1 There shall be ISA (International Student Association) Representatives Committee, who shall have the following duties:

- i) To represent international students' views to the JCR.
- ii) To liaise between the ISA, the JCR and college's international students.
- iii) To meet new international students and do all possible to help them settle into the college and the country.

2.17 Library Committee

2.17.1 There shall be a Library Committee, whose function shall be:

- i) To maintain the efficient running of the library in close liaison with both the JCR and College Officers.
- ii) To file borrowing cards and shelve books when necessary.
- iii) To maintain the electronic library database.
- iv) To share rota for duty in the paperback library and in the periods

of supervision in the library as required.

- v) To help in book return times at the end of each term.
- vi) To help in at least one stock check during their period of library service.
- vii) To encourage good use of the library.
- viii) To promote effective purchasing by consultation with the College Librarian and student users.

2.17.2 The members of the Library Committee shall be: the college librarian, Master (as chair), JCR President and a number of student librarians.

2.17.3 In addition to ordinary student librarians, there shall be elected, from the committee, and subject to ratification by the JCR; one (1) Student Librarian and one (1) assistant student librarian., who shall, in addition to those above, have the following duties:

- i) To act as secretary to the Library Committee.
- ii) To arrange rotas of duty and check on their effective working.
- iii) To act as key liaison between the JCR and the Library Committee.
- iv) To consult with the College Librarian on library policy, book selection and general organisation.
- v) To assist with library duties, especially in book processing and in the annual stock check.
- vi) To assist the Student librarian where necessary

2.17.4 The Committee shall meet at least once (1) each term to discuss the organisation of library duties and management.

2.17.5 The Student Librarian shall be guaranteed a room in college, if required.

2.17.6 The Committee shall take office as directed by the College Librarian.

2.18 Livers' Out Committee

2.18.1 There shall be a Livers' Out Committee, whose function shall be:

- i) To assist the Livers' Out Officer with his or her duties.
- ii) To represent the interests of livers out in the JCR.
- iii) To organise the distribution of the College Magazine to all livers

out

2.18.2 The Livers' Out Representative from the External Events Committee may also sit on the Livers-Out Committee

2.18.3 The Committee shall meet when required, at least three (3) times per term.

2.19 Magazine Committee

2.19.1 There shall be a magazine committee who shall be:

- i) Responsible for the organisation, editing, and production of the college magazine.

2.19.2 Elected annually onto the committee shall be an assistant editor who shall be selected from the Livers Out committee who is responsible for:

- i) Liaising with the livers out committee to ensure that the magazine includes material that is relevant to livers out
- ii) Liaising with the livers out committee to ensure the distribution of the magazine to all livers out

2.20 Meals Committee

2.20.1 There shall be a Meals Committee, whose function shall be:

- i) To observe the standard of meals in college.
- ii) To discover if livers-in want any changes to meals and attempt to implement such changes.
- iii) To produce a questionnaire to determine feelings towards college food.
- iv) To respond to the questionnaire for the betterment of college food.

2.21 Mildert Day Committee

2.21.1 There shall be a Mildert Day Committee, that shall have the following duties:

- i) To plan and organise Mildert Day, including the Carrot Awards.
- ii) To liaise with the JCR and college in the planning of Mildert Day.

2.22 Gym Committee

2.22.1 There shall be a Gym committee whose responsibility shall be:

- i) To maintain the college gym
- ii) To advise on improvements to the college gym
- iii) To administer the gym membership charge
- iv) To ensure that health and safety rules are complied to
- v) To ensure that every member of the gym is fully inducted
- vi) To undertake induction training at Maiden Castle

2.23 Music Committee

2.23.1 There shall be a Music Committee whose responsibilities shall be:

- i) To organise the annual cabaret
- ii) To organise termly recitals
- iii) To organise the carol concert
- iv) To organise any other musical events as necessary
- v) To maintain the music suite and advise on any improvements

2.24 Technical Productions Committee

2.24.1 There shall be a Technical Productions Committee whose function shall be:

- i) To set-up and run the college P.A. and lighting equipment for JCR events.
- ii) To ensure that the P.A. and lighting equipment is properly maintained and to suggest improvements when necessary.
- iii) To ensure that proper provision is made for all events requiring P.A.
- iv) To take ultimate responsibility for all aspects of P.A. hire, maintenance and use.

2.24.2 The committee shall meet at the discretion of the Senior Technical Productions representative, at least once (1) per term.

2.25 Photography Committee

2.25.1 There shall be a Photography Committee whose function shall be:

- i) To set-up and run photography services for JCR events
- ii) To ensure that all equipment is properly maintained and to suggest improvements when necessary.
- iii) To ensure that proper provision is made for all events requiring photography.
- iv) To take ultimate responsibility for all aspects of photography hire, maintenance and use.

2.25.2 From which there shall be one (1) Social Representative who shall be responsible for co-ordinating photography for JCR events and who shall liaise with the JCR Events Officer as required.

2.25.3 The committee shall meet at the discretion of the Senior Photography Representative, at least once (1) per term

2.26 Prison Project Committee

2.26.1 There shall be a Prison Project Committee, whose function shall be:

- i) To liaise with the North East Prison After Care charity
- ii) To establish and maintain a relationship between Van Mildert College and prisons in the Durham area.
- iii) To co-ordinate events with the Committee's Executive, Committee's Team Members, JCR, college and prisons.
- iv) To attend visits to the prisons.

2.26.2 From the committee there shall be elected three executive officers who shall assist the Director as necessary.

- i) The Committee's Executive shall meet when required, at least three (3) times per term and at least once before each prison visit.

2.27 Visit Committee

2.27.1 There shall be a Visit Committee, whose duties shall be:

- i) To organise for a current student to meet all visiting students.
- ii) To be responsible for ensuring that their team of Visit Representatives meets and looks after any visitors that are allocated to them.

2.28 Services Committee

2.28.1 There shall be a Services Committee, whose function shall be:

- i) To ensure the smooth running of the college shop.
- ii) To enable the ordering and distribution of college clothing.
- iii) To ensure that smooth operation of the Vending machines operated by the Van Mildert Services Committee
- iv) To oversee the maintenance of the college-owned, JCR-managed facilities including, but not limited to, the snooker room, JCR lounge & plasma and gym.
- v) To ensure that the shop meets all health and safety regulations.

2.28.2 The Committee shall meet weekly during term-time to discuss changes on policy, pricing, new lines and ideas and all decisions relating to College Services.

2.28.3 The Treasurer and Assistant Treasurer of Services Committee are guaranteed a room in college for the academic year which contains the majority of their appointment, if required.

2.29 External Events Committee

2.29.1 There shall be an External Events Committee, whose function shall be:

- i) To devise, plan and organise external JCR social events.
- ii) To organise the sign-up, travel arrangements and any other aspects for external events.
- iii) To co-ordinate with external companies for external events.

2.29.2 The Committee shall meet a minimum of twice a term.

2.30 Sports Committee

2.30.1 There shall be a Sports Committee, who shall have the following functions:

- i) To liaise between college sports clubs, the JCR and the DUAU (Durham University Athletics Union).
- ii) To organise, support and promote all college sport.
- iii) To assist in the organisation and running of sports day.

iv) To assist in the organisation and running of the annual Sports Ball

2.30.2 The membership of the Sports Committee shall consist of the Senior Sports Officer, Two Junior Sports Officers and the head of every sports club affiliated with the JCR

2.30.3 The Sports Committee shall meet as required, at least once per term.

2.31 Sports Awards Committee

2.31.1 The JCR shall annually present awards to its members in recognition of their contribution to sport at Van Mildert College and the University of Durham at the annual sports ball.

2.31.2 The membership of the Sports Awards Panel shall consist of the Senior Sports Officer, the Junior Sports Officers, the President, the President-elect and the Chair.

2.31.3 No less than two (2) weeks before the Sports Awards Panel is convened, the JCR shall be invited to submit nominations for the honours of Sportsman of the Year, Sportswoman of the Year, Team of the Year and Special Sports Awards.

2.31.4 At the same time, the Sports Committee (i.e. the captains of all sports clubs affiliated to the JCR) shall be invited to submit nominations for Sports Colours to be awarded to members of their respective clubs. The nominations shall state the criteria that the candidate has met and thus whether the candidate is to be considered for a Full Sports Colour or a Half Sports Colour.

2.31.5 One (1) male and one (1) female final-year member of the JCR shall be awarded the honour of Sportsman of the Year and Sportswoman of the Year respectively. At the discretion of the Sports Awards Panel, this honour may be jointly awarded to two (2) or more members of the JCR.

i) The Sportsman and Sportswoman of the Year shall have demonstrated an exceptionally high level of commitment and dedication to sport within Van Mildert College throughout the duration of their membership of the JCR.

2.31.6 One (1) sports team affiliated to the JCR shall be awarded the honour of Sports Team of the Year.

i) The Sports Team of the Year shall have performed exceptionally and beyond expectation throughout the current academic year.

2.31.7 Special Sports Awards shall be granted to final-year JCR members who have represented the University and demonstrated an exceptional level of commitment and dedication to their chosen sport(s).

2.31.8 Sports Colours shall be awarded to final-year members of the JCR for their contributions to sport in Van Mildert College.

- i) Members of the JCR who have demonstrated commitment to a sports team affiliated to the JCR over the course of at least one (1) season shall be eligible to be nominated for a Half Sports Colour
- ii) A member of the JCR shall normally be eligible for nomination for Full Sports Colours upon completion of at least three (3) of the following criteria:
 - a) Through their participation in a sports club affiliated to the JCR, they have made a significant contribution to the college as a whole or to the wider community. (e.g. charity work or youth coaching).
 - b) They have participated regularly in competitive sporting events for a sports club affiliated to the JCR.
 - c) They have been virtually ever-present during training sessions for a sports club affiliated to the JCR.
 - d) They have contributed significantly to the club beyond the 'field of play'. (e.g. through Exec membership, coaching etc.)

2.32 Team Bar Committee

2.32.1 There shall be a Team Bar, whose function shall be:

- i) To serve drinks to customers in the bar.
- ii) To ensure the bar and bar lounge are kept clean.
- iii) To be responsible to the Bar Committee and Sabbatical Bar Steward.

2.33 Teikyo Representatives Committee

2.33.1 There shall be Teikyo Representatives, whose duties shall be:

- i) To liaise between the JCR, college and the Teikyo students.
- ii) To do all possible to allow Teikyo students to adapt to college life.

2.33.2 Additionally, Junior Representatives shall be nominated by Teikyo University to join the committee.

2.34 Theatre Committee

2.34.1 There shall be a Theatre Committee, whose function shall be:

- i) To organise and produce at least one (1) theatrical production per year.
- ii) To hold the necessary auditions for such productions.
- iii) To generate enough income from productions to enable the Committee to be self-sufficient.

2.34.2 The committee shall meet when required to devise and plan productions.

2.35 Treasurers' Committee

2.35.1 There shall be a Treasurers Committee of the JCR, whose function shall be:

- i) To provide support and training for committee treasurers.
- ii) To allow the JCR Treasurer to oversee the accounts and VAT declarations of committees.

2.35.2 The membership of the Treasurers Committee shall be: The JCR Treasurer, Any member of Finance Committee and the treasurers of all JCR committees that generate an income in addition to that which they receive directly from the JCR.

2.35.3 The Treasurers Committee shall meet at least twice per term, typically in the first and last weeks of each term.

2.36 Van Mildert Community Visiting Scheme

2.36.1 There shall be a Community Visiting Scheme whose function shall be:

- i) To liaise with local churches and community groups
- ii) To establish and maintain a relationship between Scheme members and elderly members of the local community
- iii) To attend visits to local elderly people in pairs on a weekly basis

2.37 Website Committee

2.37.1 There shall be a Website Committee, who shall have the following function:

- i) To maintain and to continually improve the JCR's website.
- ii) To edit all proposed website content.

- iii) To take responsibility for the overall content and design of the website.

2.37.2 The Webmaster and the Technical Representatives must be proficient in the programming languages required to allow them to perform their duties effectively. The relevant languages will vary depending on the format of the website and will be set by the Webmaster.

2.37.3 The Website Committee shall meet when required, at least once per term.

2.38 Welfare Committee

2.38.1 There shall be a Welfare Committee, whose function shall be:

- i) To organise and instigate welfare campaigns within the JCR.
- ii) To plan and organise any welfare events for the JCR.
- iii) To maintain the well-being of all students within the JCR.
- iv) To help maintain the welfare notice board and distribute information to the JCR.

2.38.2 The Committee shall meet when required, at least three (3) times per term.

2.39 Team Welfare

2.39.1 There shall be a Team Welfare, whose function shall be:

- i) To take the welfare mobile on a rota
- ii) To maintain the well-being of all students within the JCR
- iii) To be welfare trained by the Welfare Officer (this may be in addition to Nightline training).

2.39.2 The committee shall meet at least once (1) per term and communicate issues which arise to the JCR Welfare Officer

2.39.3 There shall be both male and female members of the committee.

2.40 Year Abroad Support Committee

2.40.1 There shall be a Year Abroad Support Committee, who shall have the following functions:

- i) To support Mildert students on placements away from college
- ii) To support Mildert students currently organizing their placements.
- iii) To assist the Vice-President in organizing the Travel Bursary Awards and Presentation Evening

2.40.2 The Van Mildert Year Abroad Support Committee shall meet at least twice per term.

2.40.3 The membership of the Van Mildert Year Abroad Support Committee shall be: Vice- President, The JCR Year Abroad Welfare Officer, The JCR Livers Out Year Abroad Officer

2.41 Yearbook Committee

2.41.1 There shall be a Yearbook Committee, who shall have the following functions:

- i) To devise and create a yearbook including photographs and profiles of final year students.
- ii) To liaise with the JCR on the content of the book.
- iii) To distribute the yearbook to all members wishing to purchase it
- iv) To seek sponsorship and advertisement if necessary, to ensure the Yearbook does not make a loss.

2.42 Young Persons' Project Committee

2.42.1 There shall be a Young Persons' Project Committee, whose function shall be:

- i) To organise weekly school visits in the Epiphany term to two (2) local secondary schools and a residential at Van Mildert College. The project shall be aimed at pupils in year 10 (ten) of their education who are categorised as in the 'middle group', requiring support and encouragement to develop transferable skills such as confidence that will inspire them to go into further and higher education.
- ii) To fundraise for such events.
- iii) To plan and organise the weekly sessions and the residential.
- iv) To support the Young Persons' Project Director where necessary.
- v) To develop the weekly activities and residential course material.

vi) To develop relations with the Young People.

2.42.2 Elected, by interview, from the committee shall be 5 additional Executive members who shall meet when required, at least three (3) times per term and at least once (1) before each weekly visit.

2.42.3 The Committee must have raised at least fifty (50) percent of the projects budget for the year by the start of Epiphany Term. Failing this, the Committee Members will be called to a meeting with JCR Executive Committee to discuss whether the project will go ahead in that particular academic year as normal, or whether changes will have to be made.

2.43 Keepers Of The College Things

2.43.1 There shall be Keepers Of The College Things, particularly things belonging to and frequently used by the JCR. The Keepers shall have the following duties:

- i) To maintain and care for the things.
- ii) To make the things available for the enjoyment of JCR members in the most suitable manner.
- iii) To seek improvements to the things.

2.43.2 The JCR shall annually elect the following Keepers of the following College Things, to hold office for one year:

- i) One (1) Average Person, who shall be responsible for representing the average view on any JCR matter.
- ii) One (1) KOTC Drill, who shall be responsible for ensuring that the legend of the Drillman, and the associated song by Jonathan Fudger, continues to be passed on to new generations of Mildertians.
- iii) One (1) KOTC Ducks, whose duties shall include caring for and the protection of the college's ducks, particularly newborn ducklings.
- iv) One (1) KOTC Mildert Spirit, whose duties shall include compelling members of the JCR to get involved with as much as possible within college and share Mildert love.
- v) One (1) KOTC Sewing Machine, whose duties shall include keeping, maintaining and advertising the college's sewing machine.
- vi) One (1) KOTC Snooker Room, whose duties shall include the maintenance and improvement of the college's snooker room.
- vii) One (1) KOTC Spew, whose duties are too vulgar to record

within the Standing Orders.

- viii) One (1) KOTC Music Rooms, whose duties shall include the maintenance of the College's music rooms and equipment.
- ix) Any further Keepers Of The College Things to keep further college things in good order. Additional Keepers should be requested in the form of a motion, which, if passed, should be automatically incorporated into the Standing Orders.

2.43.3 The Keepers Of The College things shall never meet together except possibly for KOTC Things socials. They are expected to fulfil their roles individually and are accountable to the JCR.

2.44 Van Mildert Primary School Project

2.44.1 There shall be a Van Mildert Primary School Project, whose function shall be

- i) To organise volunteers to visit Primary Schools in the local area in order to organise, run and participate in extracurricular activities or act as classroom support. The project is aimed at children aged 4-11 within the schools and aims to benefit the schools in areas they request without requiring funding or additional support from them.
- ii) To fundraise for any materials required and reimbursement of volunteer travel expenses.
- iii) Where required, individuals must plan, develop and organise weekly club activities.
- iv) To support the Primary School Project's Director where necessary.

2.44.2 The project will consist of:

- i) A Primary School Project Director, elected by interview, who has overall responsibility for the co-ordination of the project.
- ii) One Head of School for each primary school, elected by interview, who is responsible for liaising with their school and co-ordinating the volunteers in the school.
- iii) Volunteers, elected by interview, who organise, run and participate in extracurricular activities or act as classroom support in the primary schools.
- iv) An executive consisting of the Primary School Project Director and the Heads of Schools, who shall meet when required, at least 3 times per term.

2.45 Summer Musical Committee

2.45.1 There shall be a Summer Musical Committee, whose job it shall be to organise a musical production after the exam period each year.

- i) The committee shall be headed by a senior production team, consisting of a Producer, a Director and a Musical Director, with the Producer and Director in overall command.
- ii) These three (3) positions shall be selected no later than three (3) weeks before the end of the Epiphany term by an interview panel, which shall consist of:
 - a) The JCR President
 - b) The Music Committee Chair
 - c) The Arts Committee Chair
 - d) The Theatre Committee Chair
 - e) The JCR Chair

2.45.2 In the event of the Music, Arts or Theatre Committee Chairs applying for a position on the senior production team, their positions on the panel shall be taken by appropriate individuals from their respective committees, who shall be selected by the JCR President and JCR Chair.

2.45.3 Before the end of the Epiphany term, the senior production team shall decide which musical is to be produced, and call an open meeting to which anyone wishing to be involved in any way shall be invited.

- i) The exact structure of the committee shall be left to the discretion of the senior production team, but at the very least shall include:
 - a) A Treasurer, to assist the Producer with the details of the accounts and financial management, and to liaise with the JCR sponsorship rep and production sponsorship rep if one is selected.
 - b) A Stage Manager to coordinate a backstage team, and to assist with the smooth running of rehearsals and backstage as the senior production team see fit.
 - c) A Technical Director, to be responsible for liaising with a P.A. crew and the Technical Productions Committee, dealing with all sound and lighting equipment in accordance with the wishes of the senior production team.
 - d) A Publicity rep, to ensure that the production is subject to an

appropriate level of publicity.

- ii) It is foreseeable that the senior production team shall wish to open up other positions on the committee (for example, Sponsorship, Choreography, Wardrobe etc.) and they may do so according to the specific requirements of the production, and the interests of those present at the open meeting.
- iii) The JCR Chair shall be present at this meeting, not as the chair of the meeting itself, but in order to ensure that all decisions made by the senior production team are conducted fairly and without bias, and that in the event of a position which cannot be taken on a joint platform being contested, a fair 'hands up' vote of everyone present is conducted in order to decide the holder of that position

2.45.4 The senior production team shall produce a budget approved by the JCR Treasurer to be presented to the JCR Exec no later than the first (1st) week of the Easter term.

2.45.5 Auditions for performing roles in the production shall be held no later than the second (2nd) week of the Easter term, with an audition panel consisting of the senior production team and any appropriate appointed committee members (e.g. choreographer) with the approval of the JCR Chair who shall also be present

2.46 Open Day Committee

2.46.1 There shall be an Open Day Committee, whose function shall be:

- i) To plan for the Post Application Open Days.
- ii) To organise events for the enjoyment of visiting students.
- iii) To advertise the college and the JCR's merits.
- iv) To support the Senior Freshers' Representative in planning for the Open Days.

2.46.2 Members of Open Day Committee have a duty of care with respect to applicants considering Van Mildert. This duty entails certain standards of conduct during open days. In particular, there should be no physical intimacy between those in a position of responsibility and potential JCR members during the open days.

- i) This duty of care will last until for the duration of Open Days
- ii) If a committee member fails to adhere to this rule, they shall be immediately removed Open Day Committee, and they automatically forego their right to apply to Open Day Committee, Freshers' Committee or any other committee where a duty of care is required in the future.

2.47 Freshers' Select Committee

2.47.1 There shall be a Freshers' Select Committee, whose function shall be:

- i) To represent the specific concerns of first year students within college.
- ii) To promote involvement in and understanding of JCR activities, structure, and finance among first year students.
- iii) To do all things possible to ease first year students into College life.
- iv) To address the grievances of first years with College life
- v) To liaise with the JCR Executive Committee, particularly the Senior Freshers' Rep and President to achieve outcomes favourable to first year students

2.47.2 Membership of Freshers' Select Committee shall consist of one representative drawn from each corridor of first years. Members shall be nominated by their corridor. In the case of a contested election, members shall be elected internally by simple majority vote (according to the first past the post principle of elections used in the United Kingdom) of all members of the corridor. In the case of a draw, the Senior Freshers' Rep may choose to include both candidates in the committee, or exercise a casting vote if it is considered necessary.

2.47.3 The committee shall meet within three weeks of Freshers' Week, and at least once per term thereafter. The Senior Freshers' Rep may call additional meetings as necessary. The committee shall present its conclusions at JCR meetings, and through any other avenues that may be necessary, such as Meals Committee and Open Exec Meetings.

2.48 Carer's Respite Committee

2.48.1 There shall be a Carers' Respite Committee, whose function shall be:

- i) To organise an appropriate range of activities aimed at providing the adult carers of young people with mental and physical difficulties in the County Durham area. This will comprise of weekly sessions with the adult carers, day trips with adult carers and young people, as well as 'befriending' sessions which will vary from one (1), to up to three (3) on one (1). In conjunction with these weekly activities, the committee shall organise a residential where the siblings of these young disabled people may share their

experiences.

- ii) To fundraise for such events.
- iii) To plan and organise the weekly sessions and the residential.
- iv) To support the CRC Director where necessary
- v) To develop the weekly activities and residential course material.
- vi) To develop relations with the adult carers and their young dependants.

2.48.2 Volunteers, once selected, shall remain members of the committee until they leave Van Mildert College JCR.

- i) Volunteers have the ability to opt out at any time; good reason and notice is expected.

2.48.3 Selected, by interview, from the committee shall be 5 additional Executive members who shall meet when required, at least three (3) times per term and at least once (1) before each weekly visit

2.48.4 'Team Funds' shall exist to aid the Executive Members in their fundraising aims.

2.49 Puppy Committee

2.49.1 There shall be a Puppy Committee, whose function shall be:

- i) To plan and organise sessions in Easter Term whereby puppies or dogs are brought in to play with students.
- ii) To liaise with various organisations in the North East (e.g. Kennels, Charities etc.) in order to source the animals.
- iii) To prepare for, and clear up after the puppies have left.
- iv) To administer JCR expose to the puppies.

2.50 Outreach Committee

2.50.1 There shall be an Outreach Committee, whose function shall be:

- i) To enhance communication between the outreach committees of the JCR.

2.50.2 Membership of the Committee shall consist of the head of every outreach committee affiliated to the JCR.

2.50.3 The Committee shall meet when required, at least two (2) times per term.

2.51 Governance Committee

2.51.1 There shall be a Governance Committee, whose function shall be:

- i) To act as an advisory body to the JCR Chair.
- ii) To decide an election timetable at the start of each term.
- iii) To aid the JCR Chair in facilitating elections.
- iv) To scrutinise the procedure of elections and activities of the JCR as a whole in order to ensure they work within the confines of the DSO Framework and the Standing Orders.

2.51.2 The Committee shall be made up of the JCR Chair, the JCR Vice-Chair, the JCR President and the JCR Communications Officer.

2.51.3 The Committee shall meet formally at the start of every term, but can be called wherever necessary by the JCR Chair.

2.52 Steering Committee

2.52.1 There shall be a Steering Committee, whose function shall be:

- i) To be responsible for reviewing the Standing Orders of the JCR to highlight any problems, difficulties or inconsistencies within.
- ii) To act with regard to both explicitly and implicitly contradictory sections, being aware of grammatical or linguistic errors and inconsistencies on a logical level.
- iii) To work to draw up proposals to change the Standing Orders in order to reflect the will of the JCR.
- iv) To make changes to the appendices of the Standing Orders, subject to a unanimous vote by the Committee and ratification by the JCR.

2.52.2 The committee shall be made up of the JCR Chair, the JCR Vice-Chair, the JCR President, the JCR Vice-President, the JCR Communications Officer and three Steering Committee Officers.

- i) The JCR Chair, JCR Vice-Chair and JCR Communications Officer are not voting members of this committee.
- ii) The meeting shall only be eligible to vote if there is a 2:3 or a 1:2 ratio of voting Executive Committee members to ordinary members. If only two Steering Committee Officers can attend, then the Vice-President will forfeit any voting rights.

iii) The ordinary members shall be appointed in accordance with the procedure set out to appoint the Operational Officers of the JCR, reflecting a fair representation of different year groups.

2.52.3 The Committee shall not make changes to Appendix G, Appendix I or Appendix P.

2.52.4 The Committee shall not make changes to Appendix G, Appendix I or Appendix P.

2.52.5 All amendments made by Steering Committee to the appendices of the Standing Orders must be submitted by the Chair to a JCR Meeting for ratification.

2.52.6 The Committee shall draw up a report to be submitted to the JCR by the Chair at the end of each term.

1.

Rules for the Operation

of the

Bar Television

of the

Junior Common Room



Ratified: 3rd March 2011

Appendix D

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

Character of the bar

The presence of a television must not interfere with the friendly and welcoming atmosphere in Van Mildert Bar and the lounge should remain accessible to all college members. It is the duty of the JCR Bar Committee, overseen by the JCR Bar Steward, to ensure that the character of Van Mildert Bar is preserved.

2. Use of the television during evening opening hours

On one evening each week, the television may be used to show a sports event. It is the duty of the JCR Bar Steward, in consultation with the Bar Committee, to select such events and publish a schedule for the term on the JCR website and in the bar lounge. If demand for further events to be shown arises it is left to the discretion of the Bar Steward, or whichever member of Bar Committee is on duty.

On other evenings, the television shall be used for the purpose of displaying silent advertisements from companies who provide a service that is of benefit to members of Van Mildert JCR. These companies will be approved by the Bar Steward and the Bar Committee. The plasma cannot be used to advertise estate agents. The proceeds of which shall be used at the Bar Steward's discretion to make any necessary improvements to the bar lounge. These advertisements shall not conflict with the policies of Van Mildert JCR and can be removed at any time, in consultation with the JCR Executive committee.

During bops, formals and balls the television may be used to display images that enhance the ambiance and are appropriate to the surrounding decoration.

Ratified JCR committees and societies may use the television to increase awareness among JCR members and advertise forthcoming events. Prior to JCR elections, candidates may submit a slide to be displayed in accordance with the constitutional rules, as enforced by the JCR chair, which should be displayed for 15 seconds at a time.

3. Use of the television during the day

During the day, the television may be used at the discretion of the JCR Bar Committee, overseen by the JCR Bar Steward. It is their duty to ensure that the use of the television does not breach any licensing or copyright laws.

4. Variations

Any member of the JCR may apply to the Bar Steward for a variation to the television schedule. All requests shall be considered and discussed by the Bar Committee before a decision is reached in the interests of the majority of the JCR. If a request is approved, the published schedule shall be updated and the JCR notified. If a request is denied, the Bar Committee shall justify such a conclusion. The applicant may still appeal to the JCR President, who, with consultation with the Executive Committee can overturn the decision after consultation with the rest of the JCR.

Allowances



of the
Committees
of the
Junior Common Room

Ratified: 3rd March 2011

Appendix E

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

All Committees

1.1. Guaranteed space on any formal which they are getting proceeds from.

2. Bar Committee

2.1. Free internal ball entertainment tickets when working for the entire evening

2.2. Free meals on meeting day

2.3. Free meals to whomever works the Sunday shift

All other allowances to be paid for by the bar.

3. Executive Committee

3.1. One guaranteed place at all formals and all balls

3.2. Free stash to be paid for in the annual budget

3.3. Free meals when up on exec business, which is to be monitored and authorised by the president

3.4. Free accommodation and meals for one week each term when conducting executive committee business

3.5. In addition to the above, free accommodation and meals for the week preceding freshers' arrival weekend

4. Freshers' Committee

4.1. Free stash - to be paid for from the Freshers' Committee budget

4.2. Free accommodation and meals for the week preceding freshers' arrival weekend

5. Technical Productions Committee

5.1. When working an event, Technical Production Committee has the same privileges as the committee organising the event.

5.2. One guaranteed place at all formals and balls at the discretion of the JCR Events Officer.

5.3. Free hire of the equipment of a value up to £30 at the discretion of the Senior PA Rep

6. Social Committee

6.1. Free entry to all Social Committee bops

6.2. Free entertainment tickets to all internal balls where sufficient time and effort has been dedicated to the event in question

All other allowances to be paid for by the social committee.

Officer Election Protocol

of the

Junior Common Room

Ratified: 3rd March 2011



Appendix C

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

Help for candidates elected using the STV voting system.

1. Standing

Before a JCR member makes the decision to stand for a position on the Executive Committee or that of DUCKtator, arts Chair or Senior Sports Officer, they must speak with the current holder of that position about the post's requirements. It is also good practice to speak with the Chairperson about the election process and the JCR President.

2. Close of Nominations

The close of nominations is one week before hustings, before which the candidate must have given the Chairperson (and returning officer):

- i) A manifesto of not more than one A4 sheet for all positions, with the exception of President and Bar Steward who's manifesto can be up to two A4 sheets. This should contain a photo of the candidate, their name, the position for which they are standing and the names of one proposer and one seconder. No other names may appear on the manifesto. Typically they also include the candidate's policies, a bit about themselves and their experience.
- ii) The principal proposer of the candidate may submit up to 200 words detailing why they support the candidate. This shall be read at the hustings and shall be emailed to the JCR.

3. Before Hustings

From the close of nominations to hustings the candidate will have one week to:

- i) Distribute their manifestos. The Chairperson shall photocopy a number of manifestos for each candidate the day after nominations have closed and give them to the candidate to distribute in college. Each candidate shall receive 100 A4 manifestos to be placed on block notice boards and in toilets around the college. 126 A5 manifestos will be provided to distribute to the en suite rooms in college. These numbers shall be strict limits and at the discretion of the JCR Chair.
- ii) For Executive Committee elections the candidates should canvass the Executive Committee. The candidate should visit every member of the Executive Committee and talk to them. The main purpose of this exercise is not to grill the candidate, but to make sure they are ready to answer the questions that are likely to be put to them at hustings in front of a larger audience.

Before hustings, the candidate will also be asked to produce a single slide for the bar's plasma TV screen. The slide must be static (i.e. no animations) and will be displayed for at least 15 seconds at a time.

4. Hustings

Hustings will be at the JCR meeting following the close of nominations (for dates see the Chairperson). When the candidate husts they will:

- i) Give a speech (which usually has a strict two minute time limit).
- ii) Answer any questions put to them from the floor. Some questions will be directed to specific candidates and some to all candidates.
- iii) For Executive Committee elections, candidates may perform a joke and a song. Candidates traditionally re-write the words of a well known song and sing over the tune. The words are usually quite poorly linked with the position for which the candidate is running.

5. Canvassing

Two days before the husting session and between the JCR meeting and the start of voting the candidate is entitled to canvass members of the JCR. This means they go around college knocking on doors and talking with people about the position, your ideas etc. The candidate may leave a note on the door if there is no-one in. The note must not consist of anything more than the candidate's name, the position for which they are standing and their e-mail address for any questions. The Chairperson may provide a standard template for this purpose. Candidates may not canvass on the day of election, nor may they canvass the houses of JCR members who live out of college.

JCR members will also be asked to submit general questions to the Chairperson, which shall be distributed to the candidates with an 18-hour deadline for responses. The Chairperson shall then post the question and responses on the JCR message board in a locked thread or distributed by email.

6. The Election and results

Online voting will open at around midnight. When the Chairperson emails the JCR to announce that voting is open, he will also include a 200-word statement written by each candidate, in the reverse order to that in which they husted. In addition, if the principal supporter has submitted 200 words, then this shall also be sent around in this email.

On the day of the vote candidates must not loiter around the ballot box. All that they are required to do is be present when the result is announced at around 9pm for a Kazoo. A Kazoo is a celebratory action which consists of the winning candidate(s) kicking a soft drink can down the stairs in the foyer, throwing it over their head three times and then opening it over their head.

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 ("Treasurer")

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 stash 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 stashes 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 ig 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 previously 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 you 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.

Room Allocation Priorities

of the
Junior Common Room



Ratified: 3rd March 2011

Appendix G

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

The priority of students in any room allocation process shall be categorised as follows, in descending order of priority:

- i. Students determined by the college Senior Tutor to be exempt from the Room Ballot on grounds of health, personal issues or immigration status.
- ii. Students returning from a year abroad.
- iii. Students returning from a concessionary year out.
- iv. Students holding a JCR position that guarantees a room in college, as defined in these Standing Orders or in the Constitution.
- v. Students who have lived out of college for at least two (2) years of their undergraduate degree.
- vi. Students who have lived out of college for one (1) year and have lived in college for no more than one (1) year of their undergraduate degree.
- vii. Students who have lived out of college for one (1) year and have lived in college for two (2) or more years of their undergraduate degree.
- viii. All other students.

Students will be allocated a room in college based on the priority of their category as above.

If, during the allocation process, the number of students in a category exceeds the number of remaining rooms, all students in this category shall be entered into a random ballot to determine which students shall receive a room in college.

The College Officers reserve the right to exclude any student from the Room Ballot, based on the College Community Handbook.

Honorary Life Members

of the
Junior Common Room

Ratified: 3rd March 2011



Appendix H

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

2013

Alastair Adam Senior Freshers' Rep, JCR President, Mildert Day Committee, Services Committee, Assistant Treasurer

Will Webb Freshers' Committee, Open Day Committee

2012

Josie Mill Services Manager, Sabbatical Bar Steward, setting up a new outreach committee, Carers' Respite Committee

Patrick McConnell Senior DSU Rep, JCR Chair, Sabbatical JCR President.

Charlotte Imlach

2011

Thomas Pickard Senior Freshers' Rep, JCR President, creating a whole new JCR website.

James Harris Welfare Committee, Mildert Day Committee, Freshers' Committee, Open Day Committee, Prison Project, Environment Committee, Jam Night Society, Big Band, Primary School Project.

Helen Glenhomes Assistant Senior Freshers' Rep, Assistant YPP Director, Shop Committee.

2010

Jonathan Barnett YPP Director

Sam Roseveare JCR President, JCR Chair, JCR Treasurer

Sebastian Payne JCR Vice-President

Paul Nicholls JCR Secretary, Head of PA Committee

2009

James Reeve JCR Vice-President, Head of PA Committee, JCR Secretary

John Sheard Freshers' Rep, Summer Musical,

Chris Parker JCR Senior Freshers' Rep,

2008

Kate Bruce College Chaplain 2004-2008, her help with VMCVS and VMPP

Kaleigh Howat Social Secretary 2007-2008, Social Committee 2005-2008,

Fashion Show Director 2006, Mildert Day Co-Ordinator 2007

George Reed Bar Committee 2006-2008, VMPP 2007-2008, Freshers Committee 2006, MDing for many events

Charlotte Rowley JCR Treasurer 2006-2007, Assistant Freshers' Rep 2007, Fashion Show Co-Director 2006, Mildert Day Co-Organiser 2007, VM Boat Club 2005-2008

Emma Taylor JCR Welfare Officer 2006-2007, Fashion Show Artistic Director 2007, Mildert Day Co-Organiser 2007, Social Committee 2006-2007

Becky Townson JCR Vice President 2006-2007, Social Committee Treasurer 2005-2006, Yearbook Editor 2004-2005

2007

Rob Cowen JCR Chair 2005-2006, Social Committee Treasurer, VMBC and VMMC Exec, InHouse creator.

Victoria Ridley JCR Treasurer 2005-2006, Freshers' Rep, Senior Sports Officer

Roger Johnson Senior Freshers' Rep 2006-2007, PA Committee, Social Committee

Steph Edwards YPP, dedication to college events and life

2006

Neil Crimes (Arts Chair 2004-2005, Services Manager 2005-2006, VMMC President, JCR President 2006-2008)

Nick Lee (Secretary 2004-2005, Arts Chair 2005-2006, Webmaster 2005-2006)

2005

PJ Bloomfield (Secretary 2002-2003)

Ste Jones (Bar 2001-2005)

Rik Lomas (Webmaster 2003-2005)

Olly O'Connor (Sabbatical Bar Steward 2005-2006)

2004

Mike Butler (Senior Freshers' Rep 2002-2003)

John Isaac (Chair 2003-2004)
Kit Lewis (Arts Chair 2001-2002, Chair 2002-2003)
George Patterson (Senior Tutor 1991-2000, Principal 2000-2004)

2003

Anna Bryant (Welfare Officer 2002-2003)
Naomi Bartholomew (Arts Chair 2002-2003, Senior DUAU Rep 2002-2003, President 2003-2004)
Heron Holloway (Senior Freshers' Rep 2001-2002)
Paul Roberts (Social Secretary 2002-2003)
Hazel Magrath (Vice President 2002-2003)
Barney Murphy (Bar Committee 2001-2003)

Policy Document

of the

Junior Common

Ratified: 3rd March 2011



Appendix I

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

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Effect and Revocation

This policy document is a statement of policy passed by the Junior Common Room of Van Mildert College in JCR meetings since 1st October 2003. All previous policy documents are hereby expressly revoked.

This document is for information and in no way undermines or alters the current Constitution and Standing Orders of the Junior Common Room.

EGGCUPS FOR BREAKFAST

The JCR notes:

1. That the college possesses eggcups bearing the Van Mildert crest
2. That these are not often used outside of exam term

The JCR believes:

1. That eggs are a good thing
2. That breakfast is a good thing
3. That the use of Van Mildert eggcups would promote the consumption of eggs at breakfast
4. That the use of Van Mildert eggcups would deliver an increased feeling of college spirit

The JCR resolves:

1. To mandate the president to write to the appropriate authority in college requesting the occasional use of these eggcups
2. To notify the JCR of dates they may have a boiled egg, if college agrees to this increase

The motion was passed by a show of hands

SECURITY

This JCR Notes:

1. That currently access to all blocks within college is controlled by a single four-digit code. College officers hope to replace this system with one similar to that in place in the main library and several academic departments. This system would use the swipe of a campus card to allow access only to students of Van Mildert College.

This JCR Believes:

1. That the current system allows any person who can remember the code to access any college block. The suggested system, if implemented, would improve security throughout the college by allowing access only to those students who are members of Van Mildert College.

This JCR Resolves:

1. To support the college officers in their attempt to implement the new system.

The motion was passed by a show of hands

UNIVERSITY REBRANDING

This JCR notes:

1. The University's latest branding exercise, replacing the existing logo with a new one, adding new slogans, and changing the University name to "Durham University"
2. That the University wishes to make this exercise binding on all its constituent bodies
3. That there was little or no consultation of students or student bodies despite the importance of this decision
4. That the re-branding will cost well in excess of £100,000

This JCR believes:

1. That we should be proud of our University's heritage.
2. That the new logo looks worse than the old, traditional University crest.
3. That the new slogans are likely to turn off - rather than engage – potential students.
4. That the University's efforts to standardise this new logo will have a detrimental effect on the distinctiveness of individual colleges.
5. That in the future students should be better consulted if such measures are to be taken.
6. That the money spent on re-branding could have been better spent on teaching, accommodation, or bursaries for poorer students.

This JCR resolves:

1. To continue to use the old University logo and name.
2. To make representations at the highest level to oppose this new University brand.
3. To propose a motion to the next DSU General Meeting, in the name of this JCR, identical to this motion as above.
4. To mandate the JCR President to write to the Chancellor and Vice-Chancellor of the University, expressing our feelings as described in this motion.

The motion was passed by a show of hands

Template Constitution

for
Societies
of the
Junior Common Room



Ratified: 3rd March 2011

Appendix L

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

Van Mildert College

Club/Society/Committee

1. Name

The name of the club shall be The Van Mildert College _____ Club/Society/Committee, referred to hereafter as 'the club'/'the society'/'the committee.'

2. Address

The address for all correspondence shall be:

Van Mildert College,
Mill Hill Lane,
Durham,
DH1 3LH

3. Aims & Objectives

The aims & objectives of _____ are to promote & contribute towards the furtherance of _____ at Van mildert College. The club shall seek to provide opportunities for students of all abilities to particiapate and develop new skills. In pursuing this aim, members of the club shall uphold the good reputation of club in relationships within Van Mildert College and the University of Durham.

4. Membership

a) Full Membership

- Members of _____ Committee must be ratified by the Members of Van Mildert College in a JCR Meeting after being selected after interview from a panel of _____ current committee members, the chair and the JCR President.
- All members of Van Mildert JCR have the right to be a member of any sports team or society provided they abide by the rules and regulations of the club.

c) Rights of Membership

i) All full members of the Club shall be entitled to the following:

- To take part in all activities of the Club according to their ability
- To stand for election to office
- To attend all General meetings of the Club & direct the work of the Club
- To be fully informed about the nature & possible risks of all activities
- To be informed about the finances of the Club

5. Club Subscriptions & Club Finance

- a. Membership fees are required from all sports club members, including exec & must be paid annually. The Club committee will determine this fee & are responsible for it's collection.
- b. With the exception of the bar and services committee, no members sould expect payment for any duties performed.
- c. All money should be accounted for by the club/society treasurer with the JCR treasurer

6. Governance

The elected exec shall be responsonible for the running of the Club on a day to day basis. The Club exec shall formally meet at least _____. The Club exec should comprise of the following officials:

Include additional committee members positions & responsibilities

- **President** (Full member only)
- **Treasurer** (Full member only)
- **Secretary** (Full member only)
- **Social Sec**

(Add other positions as necessary)

- a. Each official shall hold office for a period of one academic year. Elections for new officials shall take place _____. In addition, the President of the Club shall be obliged to call an Extraordinary General Meeting upon receipt for a petition signed by either half of the Club's members or half of the Club's Committee. All General Meetings shall be conducted in accordance with the Standing Orders of the Students' Union.
- b. The new exec shall serve alongside the old exec for the remainder of the second term to promote the efficient handover of the club & provide a period of apprenticeship for the new committee, overseen by the existing committee.

7. Duties of Club Officials

- **President**
 - a. To be main contact with the JCR Exec.
 - b. Ensuring that all club good practice guidelines, codes of practices, risk assessments are followed.
 - c. Arranging regular meetings of the club including the AGM/EGM.

- d. Ensuring that the aims & objectives of the club are achieved.
- e. Appointing appropriate people to non-elected positions
- f. Ensuring the Clubs Code of Practice & Safety Policy is strictly adhered to.

- **Treasurer**

- a. Administer the clubs finances.
- b. Producing the clubs annual budget request.
- c. Manage the collection of club membership fees.
- d. Provide a full & detailed list of club members to the JCR Secretary by the end of the fifth week of the autumn term (or fifth week after ratification) & keep updated throughout the year.
- e. Be the signatory on all claim forms.
- f. Ensure that an income & expenditure account for the previous academic year is presented to the AGM & copies are sent to the Sports Executive via the Sports President.
- g. Be accountable to the JCR Treasurer

- **Secretary**

- a. To deal with all incoming communications & pass these on to the committee &/or members.
- b. To maintain accurate membership lists
- c. To keep members upto date about all club activities.
- d. Publicise meetings.
- e. Provide secretarial support to the club committee & issue minutes of meetings & agendas to club members & the Sports President.
- f. Compile introductory material for new members in conjunction with the Safety Officer & club committee.

8. Meetings

- a. A minimum of five working days notice is required for all Club general meetings, to be called by the secretary
- b. The President shall chair the meeting ensuring that the meeting runs smoothly & that all members have an opportunity to contribute
- c. The quorum of all clubs meetings shall be 25% of the club membership.
- d. The secretary shall take minutes of the meeting, which shall be copied, to **all** members, exec and a copy of which should be stored in the JCR office.

9. Annual General Meeting (AGM)

- a. An AGM will be held in February of each academic year. The Society members & UWESU should be given **at least** one-week notice of the AGM
- b. The agenda of the meeting shall also include the following:
 - Minutes of the last general meeting
 - Matters arising from the minutes
 - Report from the committee
 - Proposal for amount of the membership fee for the next academic year
 - Elections for the new committee
 - Items for discussion

10. Exec Meetings

- a. Committee meetings should be held at least once every fortnight
- b. All Club members can attend meetings as observers

11. Voting

- a. Voting will take place for the election of Club officials & on any issue that the Club deem of importance
- b. Only full Club members will be entitled

12. Complaints

- a. Club members have the right to raise complaints about issues that might affect the Club, these might include the following:
 - The safety of activities
 - Poor standards of instruction or leadership
 - The standard of equipment used for activities
 - Poor Club administration
 - The lack of suitable activities for their level of participation
- b. Complaints should initially be addressed to the Club committee. If this does not prove satisfactory a written complaint should be made to the Club President. A reply should be received within ten working days. If this reply is unsatisfactory then a written complaint should be made to the JCR Chair

13. Changes to Club Constitutions

Changes can be made if a two-thirds majority is obtained at an Annual or Ordinary General Meeting of the Club. The decision must be forwarded to the JCR Exec for approval

14. Declaration (All officers must sign & print their names)

As a Club Official I agree to abide by & enforce the rules of the Club Constitution & office to which I hold:

President: _____ Print name: _____
Secretary: _____ Print name: _____
Treasurer: _____ Print name: _____

2011 Governance Notes

of the

Junior Common Room

Ratified: 3rd March 2011



Appendix N

*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. Explanatory Note

This appendix exists to outline the various options that were open to the JCR at the time the decision was made to take the DSO governance route, as opposed to registering as an independent charity with the Charity Commission. It provides detail on the thinking at the time and the JCR's operational environment as well as thoughts on the first year as a DSO to aid future Presidents, Executive Committee Members and JCR Members understand the context of 2011 when the decision was made, should the governance structure of the JCR need to be changed. Important steps on how to register as an independent charity, should this be the will of the JCR, are also outlined in the final section of this appendix.

This appendix has been written with the purpose to provide future JCR Members with an un-biased and accurate summary of the governance options available to the JCR, the thinking behind the decision taken, an examination of the first year as a DSO and the necessary steps to take and consider in registering as an Independent Charity. Any changes to this appendix should reflect these aims. Where any individual opinions have been made they have been clearly marked with the person's initials in brackets.

2. The Options in 2011

After many years of narrowing the various options for governance (Company Limited by Guarantee, etc.) the two options that became most viable for Common Rooms across Durham University were to register as an Independent Charity with the Charity Commission as set up under the 2006 Charities Act, or register with the University to become a Durham Student Organisation (DSO).

a) Durham Student Organisation (DSO)

i) Background

The Durham Student Organisation (DSO) option is the route provided by the University that involves bringing the JCR into the university's structure. The DSO Framework contains various high level operating principles which define the governance framework for Durham University student organisations which are not student unions. It is designed to be sufficiently flexible for student organisations to design their own operational arrangements at a local level. There was a long process of negotiation over the terms of the DSO Framework and certain operational issues that needed to be agreed on for the JCR to function. This included issues such as not requiring the use of university procurement for purchases; that we would be totally covered by University insurance, would have access to the University's legal team (which has been used 3 times in the first year as a DSO). We would have to become formally part of the University, making the DSO Framework the top level of our constitution and all of our assets would be technically owned by the University, but with the strict statement that they are for the use of the student organisation and the ownership of the assets by the student organisations is respected. It was also made clear that should we wish to go out of the DSO Framework our assets would still remain ours. Further, despite being an employee of the University, it is recognised that the President's primary responsibility is to the JCR and its students.

There were also quite a lot of changes to the financial set-up, including: budgeting for

income; sending monthly cash books to the University Finance Officer; and quarterly accounts. All JCRs need to ensure that they are also following Business Assurance guidelines for proper cash handling. Also, all staff employed by the JCR would go onto university payroll, which requires all employees to be registered, requiring that they are a UK Citizen or have the appropriate visa to work in the UK. After registering and the hours reported for each month the University will pay into the worker's bank account.

The framework is under review for the first two years, and JCRs can't leave during those two years so that teething problems can be rectified. Further, if a JCR wishes to leave the DSO framework, it takes a full academic year, after informing the University of the decision to be recognised as any other legal entity. An academic year is defined as the period from 1 August in one year to 31 July in the next year. This basically means it takes two academic years to leave the DSO Framework, with the referendum having to happen in one year, and then still being a DSO for another year. This may actually be useful, as you will likely need this year to sort out all the governing documents, trustees, insurance, accounting you will need as an Independent Charity. The risk, however, is that students forget in these two years a) how to become a charity and b) why they were angry about the DSO Framework in the previous year.

b) Independent Charity

i) Background

Becoming an Independent Charity involves registering with the Charity Commission, the independent regulator for the charity sector (also known as the third sector). It is a non-ministerial Government department, with a nine-person board and 400 employees and has offices in London, Liverpool, Newport and Taunton. It is there to provide public confidence in charities; promote awareness and understanding of public benefit; promote compliance by trustees with their legal obligations while they run their respective charities; promote the effective use of charitable resources; and, enhance accountability of charities to donors, beneficiaries and the general public.

They determine if an institution can register as a charity; provide advice and guidance to encourage better administration of charities and help charities register; investigate misconduct or mismanagement of charities and take action; license charitable collections; provide an up to date register of charities. They look after roughly 190,000 registered charities, with a total income of £42bn and expenditure of £38.5bn as well as roughly 90,000 unregistered charities.

They are an 'enabling regulator', which means they equip charities to work better. This can apply anywhere from the registration process to legal advice. They help charities to regulate themselves as they have limited resources. The basis of their investigation and regulation relies on the principles of risk and proportionality. They focus their resources where they make most difference and don't take any action that exceeds that which is necessary to achieve the aim (proportionality). They assess risk by identifying what could go wrong, how likely it is to go wrong and what the impact of it going wrong would be (risk). In summary they are pragmatic, and realistic in their aims and the resources they have to achieve them, and aim to ensure all solutions are workable.

ii) Registering as a JCR/Students' Union

What is a Students' Union? The legal definition of this is an association of students set up and regulated according to sections 20 and 22 of the Education Act 1994. They do not need to be called Students' Unions and all JCRs prior to 2011 did count as SUs and still do, whatever governance choice was made in 2011. The definition in S.20 of the 1994 Education Act reads:

- An **Association** of students, whose principal purposes include promoting the general interest of its members as students; or
- A **representative body** whose principal purposes include representing students in academic, disciplinary or other matters.

Students, in this context, include:

- Undergraduate students, or graduate students at the university or college; or
- Students at a particular hall of residence

JCRs meet all of these definitions.

Can a JCR be a Charity? JCRs, as Student Unions as defined in the 1994 Education Act, need to have **charitable objectives** and they can be a charity, All JCRs meet certain charitable objectives, so the short answer is, yes.

You then need to define these charitable objectives, get a board of Trustees, sort out the governing documents, carefully think about the JCRs actions and ensure these meet the requirements of the Charity Commission. Van Mildert JCR would need to analyse its trading/taxable income as well as political activities beyond matters directly connected with the objectives of the charity (i.e. students need), this would not include things like protesting the treatment of prisoners overseas, environmental issues, etc. This will be outlined in more detail in **Section 5**.

3. The Position of the JCR and Why the Decision to become a DSO was Made

In making this decision in 2010, the entire operation of VM JCR was taken into account. Understanding how the whole JCR functioned and how the changes to governance may affect Business as Usual operations is the key consideration when making a decision that needs to maintain or improve the current student experience. Being a member of the Governance Working Group (GWG) made it possible for VM JCR to have a significant impact on the negotiations and ensure the final draft of the DSO Framework would fit with our (then) current operating procedures and activities. This included everything from social events to accounting and democratic representation. The categories these were broken down include: Activities/Legal/Insurance issues for JCR events, sports teams, committees and societies; current insurance/replacement costs for JCR assets; any additional insurance covers; recent claims for damage in the past three years; Finances and Accounting; and Student Representation. What follows is a break down for these areas that should help illustrate the position of the JCR at this time:

Activities/Legal/Insurance issues for JCR Events – what our social activities were in 2010 and what they encompassed.

It was first noted that many events in college only become annual events after starting on an ad-hoc basis, due to this we made it clear that any agreement would have to be flexible for this process to continue.

It was also generally noted that a significant amount of our social events involved played live or recorded music. There was a list of DJs with digital DJ licenses, but that we also allowed JCR Members to DJ at events without this license on the proviso that they only used music they have purchased legally, not using YouTube or Spotify. We did not apportion PRS charges to each individual committee or society, but charged it to Social Committee (at that time the general account for social events in college). This (in 2011) is now charged centrally.

We also noted that certain events are 'not suitable for children', and that any undue censoring of current practice would be a deal breaker. Other events like the annual Panto would make fun of things like college food, or certain university policies (i.e. heating in blocks/general environmental issues, etc.) This was largely raised to ensure the University were clear on our activities and that they should not be altered in future.

The final general note was that all social events ran through the Events Officer, an Executive Committee position whose job it is to ensure all the appropriate H&S paperwork is complete, there are no clashes in the events schedule and that the necessary rooms in college are available.

Social events:

- Formals – JCR runs the sign up for JCR Members and collects the money, tells the kitchens how many are attending and it gets charged back to college.
- Open Mic Nights – around 2 or 3 a term. Free to attend, but a cost for PA. Performers didn't have their own Public Liability though the JCR has it's own insurance at £1,000,000.
- Charity Fashion Show – Annual event that requires a significant amount of tech. in the form of staging, lighting, sound equipment and scaffolding. Good relationship with Hi-lights that offers good discounts and get significant sponsorship and charitable donations. These donations would have to be kept coming to the JCR event, not elsewhere in the University if become DSO.
- Take Me Out – started as an ad-hoc event. Run completely in house with own staging/lighting – no cost and voluntary donations to YPP.
- Balls – One ball a term. Summer ball always internal. Internal balls are significant outlays of expenditure, require significant amount of AV equipment (again from Hi-lights) and contracts with a diverse number of companies providing acts, entertainment, fair ground rides, walking entertainment, etc. Big issue in DSO route and potential for procurement is that a large number of these smaller companies that provide smaller entertainment would not be on the approved suppliers list. Further, significant H&S considerations in terms of Public Liability insurance, flame-proofing. Also different companies offer different decorations, so again more companies that we are in contact with.
- Bops – parties in college that may involve fancy dress. Involve some light decoration of bar and JCR area, DJ/music set up. Own tech. equipment.
- Carol Service – joint JCR & SCR service (predominately organised by the Chaplain Paul Reagan) where JCR tech. is used and JCR Members perform.

- Christmas Panto – All staff and students (and SCR) are invited. Free event run with in-house equipment.
- Musical – large event. Music rights purchased, largely own equipment.
- 48 hour production – performance put together completely in 48 hours. License not required due to it being 48 hour production.
- Jam By the Lake – Lots of equipment from Hi-lights, all college members and public in attendance, local bands are paid – need Public Liability insurance. Relevant H&S done through Jam Night Society and Events Officer. These bands often prefer cash, so needed to think about how to pay them.
- Mildert Day – similar to JBTL in size, only student bands and college members in attendance.
- Freshers' Week – lots of events happening within it, including a bop, trip to Newcastle, Committee and Societies Festival, Nights out in Durham as well as lots of alternative events. Lots of H&S preparation and organising coaches to Newcastle.
- DUCK events – often smaller events going throughout the year - need relevant H&S.

Sport:

All the relevant sport team members had insurance covered by the Sports Levy. JCR subsidised 75% of costs, with the exception of the boat club whose £1,400 annual insurance was completely covered by the JCR. All sports teams required to maintain a first aid kit at training and matches. At least one member of team on the pitch needs to have been first aid trained from Maiden Castle.

Committees and Societies:

There was a large emphasis on our 4 outreach programmes (in existence at the time) and their significance to the JCR. Committees are funded by the JCR but can also have other, self funded, revenue streams. It is worth noting PA Committee (now Technical Productions Committee) and the plan that was put in place in 2011 for paying members. . See section 4 for more details.

Insurance and Replacement Cost for JCR Assets

Description	Sum Insured	Excess
55" Plasma Screen TV and Surround Sound System (Bar AV System)	2652	500
Konica Minolta C253 Photocopier	2652	50
Coca Cola Can Vending Machine	2122	100
Pool Table	1061	50
Upright Piano	796	50
Drum Kit 1	796	50
Yamaha Stage Keyboard	690	50
Drum Kit 2	530	50
PlayStation 3	318	50
Music Stands	265	50
Music Stand Lighting	212	50
Staging and Rigging	9037	100

Sound Equipment (Mixing, Effects & FOH)	15383	100
Sound Equipment (Sound Sources and Mics)	2016	100
Intelligent Lighting and Effects	3660	100
Stage Lighting	1814	100
Power Cables	678	100
Audio Cables	838	100
Nikon D90 Digital SLR Camera with 18-105mm Lens	800	50
Camera Flash	210	50
32" LCD TV (Patterson Room)	200	50
32" LCD TV (Serving)	200	50
42" LCD TV (JCR Lounge)	520	50

Insurance in 2011:

- £3,183 of shop stock insured.
- £27,308 of furniture insured, this is sofas, tables, chairs etc that we have in our common rooms.
- £200 fridge stock and £200 freezer stock insured for the shop
- Various insurances for money and tickets both in transit and in safes. (These were broadly in line with University requirements).
- £1,400 expenditure for insurance for Boat Club assets
- £1,000,000 public liability insurance.

Which brought the rough total of our insurance costs to £5,400 p.a.

Additional Insurance Costs

We didn't have any other additional insurance costs, though it may be worth stating that we did not have our own insurance for the Gym as we believed this was covered by the Sports Levy and Maiden Castle.

Claims in the past three years (as of 2010)

None.

Finances and Accounting

Our Financial position was extremely strong, and is testament to the quality of JCR Treasurer's over recent years. We accounted for VAT and charged it on the JCR levy, kept regular cash books, reported on our accounts to College Council. We had a significant amount of savings, but were told at the start of 2010 to spend a fair bit of it as it was deemed inappropriate for us to have such significant savings as we were not spending JCR money on current JCR Members.

The Charity option requires us to account in SORP format. This would have cost somewhere above £1,000 p.a. for a professional accountant to complete to a satisfactory standard. It would also require reports to the Trustees. A system for ensuring accurate accounts would have to be created, somewhere likely along the lines of with the then

procedure for JCR cashbooks, but this would have to satisfy the Trustees, and would likely need monthly consolidation.

The DSO Framework meant that our current accounting procedures would largely be the same, but with monthly consolidation of cash books and termly accounts submitted to College Council. It requires monthly consolidation of cash books with the University Finance Officer.

Student Representation

Another key concern was to ensure that we could maintain the key aspect of our JCR which, at its heart, is a democratic representative body for Van Mildert JCR Members. Becoming a DSO would mean the JCR President would technically be an employee of the University, which could possibly restrict their actions. As has been discussed above, a key part of the DSO Framework is that it is codified that the President's first responsibility is to the JCR. They do, however, also need to select a line manager from someone that is on College Council and agree an arbitration panel with the Head of House (Principal) in case of a dispute. Other than that, there is no restriction on what kind of motions we can pass, and it is again enshrined that our internal running remains very much our own business.

As alluded to above, the Charity Option meant that there would be some restriction on what the JCR could pass motions on. There are restrictions on campaigning and political activity by registered charities. All political matters need to be directly connected with the objectives of the charity (i.e. students need). This would mean that issues such as 38 week lets could be protested and the JCR could have an active policy against it, but the JCR would **not** be able to have a policy on anything political, so would not be able to discuss issues like the Freedom of Speech issue that came up in relation to DUS's debate with a BNP member that has occurred in the past 3 years. Other things typically protested by students (though not necessarily in Durham) like the treatment of prisoners overseas, environmental issues, situation in Palestine, etc. Much more information, should you need it, can be found at the following link: www.charitycommission.gov.uk/Publications/cc9.aspx

4. The First Year as a DSO

The first year as a DSO has seen the DSO Framework adhered to, though the experience between colleges has differed. Issues have arisen around ways in which the Finance Officer responsible for DSOs has handled some expenditure at other colleges. Getting people signed up to University Payroll has also been problematic at other colleges, but not so much here. It matters more to be organised and get the names of the people with the appropriate paperwork (i.e. UK passport/ work permit) to the University before their deadlines and send them the number of worked hours on time. These issues have worked out well in Mildert and made the process of payment easier once everyone is signed up. The switch to budgeting for income has been a challenge this year, though one that is possible and should be easier in future years once there are a few years of experience and data to base estimates of income on.

The main issue on this has been that some DSOs feel that the University has been deciding what is and what is not appropriate expenditure, something that is not justified in the DSO Framework, based on the fact that a couple of expenditures were raised with the relevant JCR's Head of House without keeping the JCR President in the loop. While

this was, of course, not a good situation, I feel that it is due to teething problems in the first year and should not happen again. Indeed, in the subsequent DSO Meeting I suggested that it be made explicit that at each stage the JCR President should be consulted and involved, something the University agreed to in the meeting and something to make sure is in the next draft of the DSO Framework. Basically, the DSO Framework does not give the University the power to say you cannot legitimately make an expenditure that they don't like, but the Finance Officer does, and is required to, go through all expenditures in the cash books made. This is actually a *useful* service as it helps to ensure that we have not been a victim of fraud, etc.

Another issue raised at Pres. Comm in 2011-12 was that Annex 3 had not been finalised before all JCRs that became DSOS voted. While this is true, the essence of Annex 3 had been agreed in the Governance Working Group in 2010-11 and it is not my opinion (PM) that the University have really changed it without consulting us as it is definitely against the DSO Framework. Do watch for any potential changes, but the University will inform you of these. Though they may, a few years down the line, seek to change the DSO Framework based on the assumption that JCRs then will not know how to register as a charity and therefore have no choice, I doubt that is the intention. Rather, the DSO framework was a long term commitment to a new mechanism for JCR governance by the university rather than a fleeting one. If, however, that is their intention, that is the point of having this appendix so the charitable route is always open to us.

It is also important to note that all employees (primarily focussing on the President) also has to abide by the University Conditions of Employment and, though not having to go through Procurement itself, there are still guidelines in there on things like accepting gifts. More information can be found in Annex 3 of the DSO Framework.

The savings on our previous insurance have been able to go directly back into the student experience, for example not paying separate boat insurance has meant we can put that money into subsidising Boat Club race fees. Further, this year has seen the JCR involved in 3 separate insurance claims against the JCR, which have been well handled by the University lawyers under University insurance. We have also been able to approach the University about bringing in activities which, previously, were not officially part of the JCR, such as the VM Ski Trip, now officially a society known as the Van Mildert Snow Sports Club. All people going on this are covered for on piste skiing, but need separate insurance if going off piste. The University has been very helpful and flexible on this, and other instances where cover was needed for Fashion Show clothes being kept here as well as Public Liability for our Big Band playing at external venues. Having our own university Public Liability has meant that other student bands (technically from other DSOs) from other colleges can play here now without needing their own Public Liability insurance.

In 2011-12 we have also been pushing for a pilot scheme for a credit/debit/purchasing card. By the end of 2nd term the University have agreed to launch a pilot scheme for Van Mildert and Stephenson College. By the end of 2011-12 and start of 2012-13, we should hopefully be able to use a purchasing card, should we so wish. Again, this is indicative that the University can be flexible and will work to accommodate our needs. It will definitely be a point to consider next (and in future) year as to whether we have a purchasing card and if it is fit for purpose in enabling us to function.

With respect to our social events, there have been no changes to the array of events we have been able to showcase due to our status as a DSO. Indeed, having the full Public

Liability from the University has made it easier in some cases as it is less paperwork that is needed by College (or if it is needed you just get an updated copy of the DSO insurance information from University Insurance).

The democratic aspect of the JCR has remained unchanged. We have been able to pass motions and structure our internal operations, exec membership, etc. however the JCR has desired. There has been no indication from the University that they would want to adjust this. Indeed, if they did in future, that would obviously be a very contentious point given the context of the DSO Framework and its inception.

Finally, the JCR President is required to agree an arbitration panel in the event of any major problem or conflict during their Presidency with the relevant Head of House, as defined within the DSO framework. Again, each President is able to adjust this should they wish each year, so don't be afraid to request a change of the membership should you wish to. In 2011-12 the membership was the MCR President (student member), the Chaplain of St. Chad's College (external member), and Brian Tanner, Chair of College Council (College Council Member). Each JCR President is also required to elect a line manager from someone on College Council, in 2011 it was the current Head of College. This, however, is not really in the spirit of the DSO Framework or the original point (as discussed in the Governance Working Group in 2010) of having a line manager. This is because of the large amount of interaction between a Head of College and JCR President and could lead to a communication break down if a problem occurred. It was felt by Pres. Comm. in 2011 that there was some pressure to choose Principals or other senior staff in the College. Whatever the case, it is always important that (as agreed in the DSO Framework) the primary responsibility of the JCR President is to the JCR, not the College or University.

In conclusion, the DSO Framework has been a success this year and fears over procurement or the trustworthiness of the University do not yet seem to have come to fruition. It is worth bearing in mind, though, that this may well be because the decision to become a DSO is so fresh in the collective mind of the JCR. It is always important to remember that it can take 2 years to drop out of becoming a DSO and this was likely intentional to make it more difficult to drop out of the DSO Framework. Indeed, the VC has even stated (to TP and PM) that "in 2 years time they'll forget anyway" which is an indication of the fact that two-thirds of the JCR will have left after a decision to no longer be a DSO has been made. In the end, the more possible it is for DSOs to become Independent Charities, the better the DSO Framework will be.

5. How to Register as an Independent Charity and What to Think About

The Registration Process

There is an online registration facility, with information and where to access it is available here: http://www.charity-commission.gov.uk/Start_up_a_charity/Register_a_new_charity/default.aspx

You get an account, password and the ability to return to the application as much as needed, taking your time to ensure it is ready to submit.

First, it is important to know what your public benefit is and your exclusively charitable purposes. This includes an Aim, what the organisation is set up to do, Objects, the way the purpose is worded in the governing document, and Activities, must be in fulfilment

of the purpose and show how the organisation shows public benefit.

What is public benefit?

There is a lot of guidance online at: http://www.charity-commission.gov.uk/Charity_requirements_guidance/Charity_essentials/Public_benefit/default.aspx

But there are two basic principles of Public Benefit:

1. There must be an identifiable benefit;
2. The benefit must be available to the public.

Principle 1 – There must be an identifiable benefit

There are three limbs to this:

- 1a. It must be clear what the benefits are
- 1b. The benefits must be related to the aims
- 1c. Benefits must be balanced against detriment or harm

Principle 2 – Benefit must be to the public, or a section of the public

There are four limbs to this:

- 2a. The beneficiaries must be appropriate to the aims
- 2b. Where benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted by:
 - Geographical or other restrictions
 - Ability to pay any fees charged
- 2c. People in poverty must not be excluded from the opportunity to benefit
- 2d. Any private benefits must be incidental

Once this has all been thought about, it is necessary to prepare the Governing Documents.

What is a governing document?

These are the formal document that sets out the charity's purposes (objects) and usually how it is to be administered. There can be more than one physical document and all charities must have a governing document. For JCRs, the Charities Commission has agreed a model constitution and model articles of association with NUS for Student Unions which are equally applicable to JCRs.

A governing document would include:

1. Name of the Charity
2. Objects (purposes)

For Van Mildert JCR, these would be something like:

Area of Benefit: County Durham

Charitable Objects: The advancement of Education Students at [Van Mildert College JCR] for the public benefit by:

- Promoting the interests and welfare of students at [Van Mildert College JCR] during their course of study and representing, supporting and advising students;
 - Being the recognised representative channel between students and [Van Mildert College/Durham University] and any other external bodies; and
 - Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal benefit of its students.
3. Powers
 4. Trustees
 - Who they are
 - How they are appointed
 - The extent of any benefits they might receive
 5. Administrative provisions
 - Meetings, voting, financial controls, membership, etc.
 6. Amendment provisions

We already have quite a significant amount of the governing documents in terms of 1 3 5 and 6. These may not be expressed in Charitable form and will require some amendment. Further, any reference or instance of donating to other charities (Nightline, etc.) or for any other charitable purpose. These would need to have a separate object and separate public benefit evidence would be required.

It is worth warning that there are potential pitfalls with having multiple objects, but the Charities Commission can provide more guidance on this. In general, however, if the JCR has an object which includes making grants or donations to other charities then the trustees will need to take particular care that they apply the funds of the charity appropriately. It can be difficult to word this in charitable form. Any funds raise for a particular activity will need to be held and accounted for separately from the general funds of the JCR. The model governing documents from NUS provides for JCRs to support RAG and other activities, likely including Van Mildert's 5 outreach projects. It is also worth noting that it is not a charitable purpose simply to raise funds.

Who and What are Trustees?

For a JCR these would likely be called a Committee (rather than Directors in a company), many of these would be elected by the Members, so likely the President and the Treasurer and some other Exec positions, if not all, it depends on how the JCR want it done at the time, and it would be very worthwhile talking to current Charity JCRs and see how they do it.

The method of appointment, term of office, provisions for holding meetings, etc. are all made clear in the model constitution.

What is their role?

They are responsible for the day-to-day running and administration of the charity. In

fulfilling this role they must use reasonable care and skill, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.

They must also: ensure the solvency of the charity; use charity assets reasonably and only in furtherance of the charity's purposes; avoid activities which would place the charity's endowments, funds, assets or reputation at undue risk; take special care when investing or borrowing funds (or delegating that activity); delegate functions strictly in accordance with the powers in the governing document.

The Trustees liability where there is a constitution (as in a JCR) the trustees are responsible for the debts of the charity.

Trustee advice and guidance: *The Essential Trustee* is a must read. Other guidance online and through NUS.

It is very much advised to consider getting external professional advice on all matters where they may be a material risk to the charity, or where they may be in breach of their duties.

Contact the Charities Commission

Centre telephone number 0845 300 0218

E-mail: AFSETTaunton@charitycommission.gsi.gov.uk

Write to: Charity Commission Direct, PO Box 1227, Liverpool, L69 3UG

Health and Safety Policy

of the

Junior Common Room

Ratified: 3rd March 2011



Appendix O

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

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6. Conditions to be adhered to for equipment installed by the JCR on College premises.

1. GENERAL

a) EQUIPMENT

All equipment on College premises, shall be subject to the College Policy on JCR/SCR equipment.

i) Electrical Equipment

All electrical equipment supplied by the College is the responsibility of the College alone. Any other electrical equipment used (such as toastie machines) is the responsibility of the JCR and should be tested annually, in accordance with the Portable Appliance Testing (PAT) regulations.

ii) Stage

All staging belonging to the JCR should be checked annually before the beginning of the academic year by a member from the University's Health and Safety Office. This is the responsibility of the Events Officer to arrange. The stage may be hired to other Colleges along with the P.A. and lighting equipment. All equipment, before being hired out, and on return, must be checked by a member of the PA Committee ensuring that it is in good working condition. A contract must be signed where the third party acknowledges that they have received the stage in good working order and will follow the assembly instructions, supervise its use and insure it for its replacement cost. (the stage is insured by the College when it is on College premises)

iii) PA. and Lights

These should be PAT tested annually in accordance with the practice of the College before the beginning of each academic year. They are insured by College when they are on College premises. Like the stage, should they be hired to other Colleges, a contract must be signed. They are responsibility of the Senior PA Rep. Assembly instructions and rigging guidelines should be strictly adhered to. The standing JCR risk assessments regarding rigging, stage and lighting are available from the Events Officer.

2. SOCIAL EVENTS

i) Risk Assessments

The committee who is running the event is responsible for filling in an Event Notification form and handing this form to the JCR Events Officer. The form is to contain information regarding the nature of the event and whether any external contractors are being used for the event. If this is the case, sufficient documentation should also be supplied, to include risk assessments, method statements, PAT tests and adequate public liability insurance. These documents will be signed by the JCR Events Officer and JCR President and passed to the

Operations Manager. The Operations Manager will then create a risk assessment for the event.

ii) Electrical Safety

All electrical equipment must carry a valid PAT certificate. All power distribution equipment is to be checked by the Senior PA Rep before it is connected to the power supply.

i) Accident Forms

Should an accident occur, it is to be reported as swiftly as possible to the porter on duty who has access to the accident forms.

iv) Fire Regulations

The Events Officer must consult the Bursar about the Fire regulations for the College and maximum numbers allowed in the various rooms. Detailed arrangements shall be made by the Events Officer beforehand so that members attending are controlled to the numbers allowed. The Operations Manager will be responsible for the explanation of the different types of fire extinguishers to the Events Officer. All internal decorations must be treated with fire retardant in compliance with the licensing fire authority requirements. Fire exits must not be obstructed and seating layouts and fire escape routes must comply with licensing regulations.

v) Dangerous Activities

Any “dangerous” activities e.g. bungee jumping require extra planning. The Events Officer must obtain Codes of Practice from the provider and discuss the plan with the Operations Manager, College Officers and the University Safety Office/Licensing authority, before planning so that the best site is selected and precautions are fully in place.

vi) Inflatables & Fairground Rides

All outside arrangements such as inflatables and fairground rides must be discussed with the Operations Manager. There are two 63A three phase power supplies and a single 13A power supply. Should the supplier of the inflatables not be able to use either of these power supplies, the supplier should provide a generator, to be pre-approved by the Operations Manager. All such equipment must be supplied and supervised at all times while on the premises by a reputable supplier with adequate public liability insurance.

vii) Other activities

Firework displays come under the control of Pollution Act 1974 which determines the times fireworks are to be set off. The Events Officer must write to the local police station and environmental health section informing them of any plans. The Events Officer is to write a noise letter to all local residents, businesses and colleges whenever outside events occur

viii) Marquees

Marquees must comply with licensing regulations including fire exits, safe power supplies and enclosed weather proof connections and switch gear with electrical test certificates. Amplified music must not be played out of doors after 11pm, except by special arrangement with the Bursar.

3. **MULTIGYM**

The Services Manager is responsible for ensuring that suitable training is available to all people who would like to use the gym. This training is to contain an introduction to the gym, guidance on the proper use of equipment and operation of various exercises and an overview of some common risks involved in training. Only people who have completed this training will be allowed to use the gym.

Information should be displayed which advises on the safe use of fitness equipment, to include how to warm up and down, the dangers of the misuse of equipment and disciplinary measures to be taken in the event of inappropriate behaviour.

The gym should only ever be used when there are 2 or more people present. A notice should be present in the gym to this effect.

Manufacturers guidelines are to be followed with regard to maintenance of equipment. All equipment is to be serviced regularly.

Collars must be fitted to the ends of bars on free weights, Sufficient spotters must be present to help support weights being lifted and all weights must be stored on racks when not in use.

High-impact exercise is not to be undertaken in the Gym.

4) **Boat House**

Under the supervision of the Club President, Men's and Women's Captains and the Boatmen as Water Safety Officers, members of Van Mildert Boat Club must adhere to the British Rowing health and safety guidelines as found in "Row Safe: a guide to good practice in rowing" found at <http://www.britishrowing.org/upload/files/RowSafe/Complete-v1.pdf> and the Durham University Rowing Regulations for Rowing as found at <http://www.dur.ac.uk/college.rowing/safety/regulations.pdf>.

When training on the River Tyne, crews must be fully competent and must make themselves familiar with the Tyne Safety Code found at <http://www.dur.ac.uk/college.rowing/resources/rivers/Tyne%20Safety%20Code.doc>. When competing away from familiar waters, crews must again be fully competent and make themselves familiar with the local Water Safety Code.

Adherence to these regulations is compulsory for the safe conduct of the Club.

5) **BAR & SHOP**

i) **GENERAL**

All persons must comply with the Health and Safety at Work Act Regulations and Food Safety Regulations. The Bar Steward and Service Manager(ess) shall co-operate with the University's Health and Safety Advisor concerning inspections and provide copies of inspection reports to the Bar Committee

(action on matters identified as urgent should be taken immediately upon receipts of reports, in consultation with the Bursar and Operations Manager).

All personnel will be required to maintain a high standard of personal hygiene and cleanliness. All personnel shall wash their hands thoroughly before commencing duty and after using the toilet. Clean hands are essential at all times. Anyone suffering from an infectious illness or medical condition or who is receiving treatment from a doctor or the College nurse should not serve either behind the bar or in the shop.

Aprons and tea towels used in the shop must be washed at least once a week. This will be done by the Services Committee Secretary.

There are two fridges in the shop, both will have their temperatures recorded and logged daily by the committee member who stocks the shop.

Smoking and the use of tobacco in all its forms is prohibited in all food rooms. "Food" includes drinks. Therefore, Bar and Shop personnel must not smoke or use tobacco in any form when on duty.

It is the responsibility of the relevant committee members to instruct casual workers in all matters of food safety and hygiene and other health and safety good practice e.g. safe manual handling and use of electricity at work.

ii) C.O.S.H.H.

The Control of Substance Hazardous to Health Regulations applies to all substances that are capable of causing adverse health effects. Substances that are hazardous to health include:

- substances classed as very toxic, harmful, irritant or corrosive under the Chemicals Regulations 1994 (C.H.I.P);
- substances with occupational exposure limits;
- biological agents capable of causing any ill health effect, e.e. any micro organism, cell culture, human end-parasite or genetically modified organism that may cause infection, allergy, toxicity or any other human health hazard;
- substantial quantities of dust;
- any other substance not specified above but that may create a comparable health risk.

The Bar Steward and Domestic Supervisor must be aware of C.O.S.H.H. regulations which are available from the Operations Manager.

A key requirement of C.O.S.H.H. Regulations is that an employer must carry out a suitable and sufficient assessment of all risks presented by the use and storage of hazardous substances in the workplace in order to determine the necessary control measures to be used or reduce risks.

An assessment must be completed and recorded for all substances used in the bar and shop. When new substances are introduced into the bar and shop, a risk

assessment must also be completed. These risk assessments must be logged in a file left with the Operations Manager.

Information needed to complete risk assessments can be found from the labels on the containers and packages. A Safety Data Sheet for the material must also be detailed from the manufacturer. NB The Safety Data Sheet is not the COSHH Assessment.

iii) Risk Assessments

Risk assessments must be completed for the following and stored with the Operations Manager;

- manual handling;
- making toasties;
- using gas cylinders;
- using the ladder in the shop;
- broken glass.

A self assessment form will be issued annually by the Operations Manager to the Bar Steward. This self assessment form will include a checklist covering the condition of the fabric, welfare provision, the condition of specific equipment and the compressed gas cylinders.

iv) Personal Protective Equipment

If Personal Protective Equipment is recommended it is the responsibility of the Bar Steward and Services Manager(ess) to ensure that such equipment is provided and replaced as and when necessary. All personnel must be made aware that such equipment is available and must be worn. It is the responsibility of a designated person, usually the bar committee and shop committee member on duty, to check that the equipment is being worn.

v) Food Safety

The definition of “food” is very broad and covers most consumables such as chewing gum, food colouring, ice and all drinks – including water, beer, coca cola etc. All areas where “food” is stored, processed and sold are subject to legal controls covering the physical state of the premises, the facilities provided and the methods of operation in use. Food premises must be clean and foodstuffs must be stored to prevent harmful contamination.

The following guidance has been produced by the University’s Health and Safety Office for Bars, Shops and Snack Areas.

- serveries must have sufficient space to allow free movement of staff, storage for stock and the necessary fittings and equipment;
- floor surfaces must be level, smooth, impervious, non-slip, free from obstructions and capable of being effectively clean;
- counter tops, storage shelving, other working surfaces and all equipment must be properly constructed and finished with a smooth, impervious surface;

- bar shelves should be lined with plastic clipper mats, to allow inverted storage of clean glasses;
- covered refuse bins must be provided for waste material, in addition to bar bottle skips;
- all equipment must be suitable for its purpose, regularly serviced and maintained;
- adequate artificial lighting must be provided in all areas, to a standard of 540 lux in food preparation and service areas and 220 lux in store and cellars;
- adequate ventilation to the external air must be provided;
- a sufficient number of socket outlets must be available for electrical equipment, to a standard of one plug per socket outlet. These should not be located in potentially hazardous areas – such as beneath sink areas.

A fire extinguisher should be available for each bar and snack area, of the dry powder or carbon dioxide type.

In liaison with the Bursar and the Operations Manager, the Bar Steward and Shop Manager(ess) must ensure that these guidelines are adhered to, even though it is recognised that the JCR toastie bar offers only a limited service for no more than a two hour period.

vi) Training/Induction

All new members of Bar and Shop Committee shall attend a Health and Safety in Food Handling organised by the Committee Head through the University's Health and Safety Office. Members of Bar Committee should also attend a Manual Handling Assessment Course. It is recommended that the Bar Steward attends a 'Dealing with Violence' course and is also familiar with the legal rights concerning violence in the workplace.

All casual workers of the Bar and Shop must attend an induction organised by the Shop Manager(ess) and Bar Steward. This induction must cover all Health and Safety matters including;

- the wearing of Protective Personal Equipment
- how to report an accident
- the individual guidelines for Bar and Shop Personnel (found under the separate headings)
- an awareness of any risks and safe methods of working
- health and hygiene practices
- fire regulations and escape routes
- electricity at work

This induction should be arranged at least once a term for all new personnel.

vii) First Aid Kit

A first aid kit containing a sufficient supply of suitable bandages, dressings (including waterproof dressing) and antiseptic must be provided in both the shop and bar. The first aid kit shall be clearly labelled and kept supplied by the Bar Steward and Services Manager(ess) who must ensure that they are maintained in liaison with the Domestic Supervisor if the University Health and

Safety Office. Where applicable, first aid packs must contain first aid requisities and appliances of the description as in the Office, shops and Railway Premises First Aid Order 1964/Workplace regulations.

Any accident occurring in the Bar or Shop resulting in injury, however trivial, must be reported in the College Accident Report Book.

b) SHOP

i) Personnel

All personnel will receive an induction by the Bar Steward or Shop Manager(ess) – see Training and Induction above.

A list of guidelines will be erected on the wall between the toastie machine and sink for casual toastie workers to follow. The workers will follow these guidelines under the supervision of the Services Committee members who is on duty.

The guidelines will include the following;

- a) Long hair must be tied back.
- b) An apron must be worn at all times when working the toastie machine and handling food.
- c) Do not touch face, hair, mouth while working.
- d) Clean up as you go along.
- e) Clean the worktops before and after working.
- f) There are no tins to be kept in the fridge. Once a tin has been opened, transfer the contents to a tupaware container.
- g) Brush and mop the floor at the end of every evening shift.

ii) Equipment and washing facilities

A sink and drainer, provided with hot and cold water, is the minimum for food and equipment washing in shop and snack areas. This assume that only a few items will be washed per session, as plates will not be provided for customers.

iii) Meat and other food

Raw and cooker/ready-to-eat/high-risk food must be kept separate. All food must be stored suitable packaged, covered or wrapped; separate from non-food items.

When meat is bought, it should be dated and frozen in the freezer. All meat should be discarded if not consumed within one month of freezing. When the meat is defrosted, again the date should be clearly marked and used within two days of opening. It should be thrown away if not used within these two days.

Contents of tins once opened should be transferred into a clean tupaware container.

iv) Other

Catering premises are a prime target for insect, rodent and bird infestations and all necessary steps should be taken to discourage them. Dealing with active infestations is a specialist job, the best methods of control are preventing access (through proofing and maintenance) and removing food and harbourage (housekeeping).

A Health and Safety Inspection shall be conducted by the University Health and Safety Office on an annual basis. The Services Manager(ess) should arrange this with the Health and Safety Office.

c) BAR

i) Personnel

All bar personnel should pay particular attention to hygiene and cleanliness at all times, noting in particular that:

- a) The return of stock of overspill from drip trays, direct from glasses and delivery trays is not permitted.
- b) Last drawing and beer drained from pipes before cleaning, should be discarded.
- c) The neck of bottles should not be immersed in a drink when pouring as this could lead to contamination.
- d) Chipped or cracked glasses should not be used.
- e) Optics should be dismantled, washed and sterilised as often as may be necessary to maintain them in a clean and hygiene condition.
- f) Beer pipes must be properly cleaned and sterilised as often as may be necessary to maintain them in a clean and hygienic condition, in accordance with brewery regulations.
- g) Beer machines must be dismantled, cleaned and sterilised as often as may be necessary to maintain them in a clean and hygienic condition.
- h) Crates of empty bottles must be stored in such a manner as to protect them from risk of contamination.
- i) All equipment likely to come in to contact with food or drink must be kept in a clean and hygienic condition.
- j) Post-mix syrups, crisp and plastic glasses must be kept in suitable containers off the floor.
- k) All food displayed for sale must be effectively screened so as to protect it from risk of contamination.

Only pre-packaged foods and sweets shall be served.

The floor area of the Bar and the Store room shall be kept tidy and clean, with uncluttered access to the exits and all other doors.

If a glass or bottle is broken at any time behind the Bar the broken pieces must be put in the glass bin and the liquid cleared up immediately.

It is the responsibility of the bar committee on duty to instruct all bar personnel in all matters of safety and hygiene. Smoking or eating food at or behind the bar is prohibited and notices should be displayed accordingly.

ii) Cleaning

During each vacation all equipment used for dispensing drinks in the bar will be cleaned in accordance with the suppliers' instructions, or the procedure drawn up for that purpose.

A designated member of Bar Committee, the cleaning rep, shall be responsible for the general cleanliness of the Beer Cellar, the Spirits Room and the Beer Garden. The maintenance and cleaning of all equipment, pipes, optics and ordering pipe-cleaning materials (and their safe storage compliant with COSHH regulations) is also a duty of the cleaning rep. All pipes and optics will be cleaned each week.

Towels, clothes and mops shall be cleaned or replaced when they are soiled. The use of towels on the Bar surface is not permitted by law.

The bar will be cleaned at the end of each session, and kept in a state of cleanliness during the session. All surfaces will be wiped with a suitably recommended cleansing and disinfecting solution, and each night the floor will be mopped and the bin behind the bar will be emptied. It is the responsibility of the Bar Committee member on duty to ensure that this is done.

iii) Manual Handling

When kegs need to be lifted care should be exercised to avoid injury to the back. Protective gloves should be worn when lifting heavy kegs or barrels. Training/advice on manual handling must be provided for staff required to lift heavy items in compliance with Manual Handling (Health and Safety) regulations.

All members of the Bar Committee who lift heavy kegs or barrels must attend a manual handling course. This will be organised by the Bar Steward and the Health and Safety Office.

The Bar Steward will instruct bar personnel in use of the Manual Crank barrel lifter and ensure that it is properly maintained and serviced.

Assistance in lifting kegs should be obtained and if the workers are in doubt about the correct way to lift, guidance should be sought.

iv) Gas Cylinders

All gas cylinders must be stored in the appropriate place and properly fastened to the wall by means of straps or chains. Gas cylinders should be subject to an annual risk-assessment by the Bar Steward, in accordance with the University's

requirements for bottled gas (a check list for which is available from the Health and Safety Office).

The manufacturer must provide a copy any regulations which apply to the equipment. They must also offer advice regarding any training.

Instructional wall charts will be displayed in the area where gas cylinders are kept and stored.

v) Electrical Appliances

All portable electrical equipment must be tested annually in accordance with the practice of the College. The Bar Steward must make the necessary arrangements for testing with the Head Porter.

vi) Cellars

An impervious, non-slip surface is required. This should be ideally laid with a fall to a trapped gully, or a sump with an electricity-operated pump system. Floors should be free from obstructions such as trailing pipes, cables bucket etc. A sink with a cold water supply and drainage must be provided.

Protective equipment must be kept available for use when handling heavy items (kegs, casks, crates etc.) and caustic line cleaning chemicals. A pair of goggles and suitable, heavy duty gloves or gauntlets are necessary.

Bottle stores must be of sound construction, with internal surfaces capable of being effectively cleaned.

vii) Other

The bar will be cleaned at the end of each session, and kept in a state of cleanliness during the session. All surfaces will be wiped with a suitably recommended cleansing and disinfecting solution, and each night the floor will be mopped and the bin behind the bar will be emptied. It is the responsibility of the Bar Committee member on duty to ensure that this is done.

An inspection shall be conducted by the University's Health and Safety Office on an annual basis. The Bar Steward should arrange this with the Health and Safety Office.

VAN MILDERT COLLEGE

CONDITIONS TO BE ADHERED TO FOR EQUIPMENT INSTALLED BY THE JCR ON COLLEGE PREMISES

1. No equipment shall be installed on College premises without the written permission of the Bursar, to whom copies of any contracts with third-parties must be provided before they are signed – all such contracts will be submitted to the University's Procurement Office for inspection.
2. No equipment shall be procured by the JCR in the name of "Van Mildert College" or "The University of Durham" and no-one other than a designated officer employed by the College shall have any authority to place an order which legally binds the College.
3. Any equipment procured by the JCR, must be subject to written approval by the JCR President or other designated JCR Officer, and it must be clearly communicated to the supplier in writing (both in contractual documents and by separate notification) that the JCR is an entirely distinct legal entity to the College and that neither the College nor the University is a party to any agreement with the JCR.
4. The JCR must satisfy the requirements of the College, as the site owner, as follows:-
 - (i) No agreement shall be for more than 12 months at a time without the specific approval of the Bursar.
 - (ii) If the College requires use of the space occupied by equipment installed by the JCR (even if only for part of a vacation) then the JCR must move/remove it at its own expense subject to one month's notice in writing
 - (iii) The College accepts no responsibility whatsoever for any damage or vandalism to the equipment whilst it is on the premises and the JCR must therefore insure the equipment, in accordance with the suppliers' requirements. The College will not provide any insurance cover, either for the equipment or its contents.
 - (iv) The College requires the equipment to be tested in accordance with the University's regulations for portable electrical appliance testing and for a P.A.T. Certificate to be provided by the JCR from the supplier(s) of the equipment both at the time of its initial installation and annually thereafter.
 - (v) The College cannot accept responsibility for any loss or damage caused by failures in the power supply to the equipment.
 - (vi) The JCR must ensure that the equipment is maintained in a safe condition according to the manufacturers'/suppliers' recommendations/instructions.

- (vii) If the equipment is considered by the College to constitute a hazard of any kind, its use must immediately cease until it has been certified fit for use by a relevant authority.
 - (viii) The College cannot undertake to provide access at all times to the equipment and cannot accept responsibility for any consequences arising from this.
 - (ix) Any installation work involving connection to the Colleges' services or any modification or alterations to the fabric of the premises must be approved in advance by the Operations Manager and, if necessary, supervised by the University's Estates and Buildings Department.
 - (x) If it is deemed by the College that the presence of the equipment on the premises is an attraction to thieves, vandals, or other undesirables, which would compromise the security of the premises, then it reserves the right to require it to be moved immediately.
 - (xi) The JCR must ensure that any licensing requirements are fully understood and that any equipment brought onto the premises does not infringe the terms of any licences held by the College and any equipment subject to licensing provisions must not be brought onto the premises without the written consent of the Licensee (normally the Bursar).
 - (xii) If any of the above conditions are not complied with and if no action is taken to remedy this within one month of notice in writing being served upon the JCR President, or other designated JCR Officer, the College may arrange for the machine to be removed from the premises (by the supplier if possible) without further notice.
5. Any member of the JCR who falsely purports to represent "Van Mildert College" or "The University of Durham", or who is otherwise an accessory to any misrepresentation, or who brings the College or the University into disrepute by virtue of their actions with respect to a third party, shall be subject to University Disciplinary Procedures and may be liable to criminal proceedings.

Payment Policy

for the

Technical Productions Committee

of the

Junior Common Room

Ratified: 3rd March 2011



Appendix P

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

Introduction

This appendix sets out a payment and incentives scheme for the Technical Production Committee. The original version of this appendix was introduced in Easter term 2010 and set out a trial period for payment of the Technical Productions Committee; changes to the original document are outlined below along with the original aims of the scheme.

The appendix contains a breakdown of all events that the Technical Production Committee is currently obliged to work, either for free or paid. The exact breakdown of events is shown in the Technical Production Payment Framework below. It aims to set out guidelines for a sustainable Technical Production Committee and events.

It should be noted that although this appendix can simply be edited to add new events to the workload of the Technical Production Committee, that does not automatically mean the committee can work them. If Technical Production Committee are unable to work a new event that is not outlined in this document, be it charitable or not, then it is the job of the Events Officer to tell event organisers that they can not have events or that they need to source the PA support from external contractors. It is an unfortunate fact that there are a finite number of members of the Technical Production Committee, and they have a finite amount of time.

All information within this document refers to internal JCR events unless otherwise stated.

Definitions

1. Charitable / Charity Event

A charitable event / charity event is an event that has been set up to specifically support the charitable aims of the JCR or fundraise.

2. Term Time

Term time is defined by the university calendar.

3. External Hires

An external event hire is a hire of JCR PA equipment to another body within Durham University that is not primarily for Van Mildert College JCR members.

4. Internal Events

Internal Events are events that take place within Van Mildert College and are primarily for Van Mildert College JCR members.

Review of Trial Scheme

As stated above, the scheme was trialled in Easter term 2010. The scheme was introduced (and indeed remains policy) in light of the below aims. The appendix was reviewed in Michaelmas 2011 by Finance Committee and Executive Committee. The success of each of the *italic* objectives below was evaluated and the outcome is given.

Aims and Objectives

1. *To increase participation in Technical Production Committee*

By increasing participation, the workload on individual members of Technical Productions Committee should be reduced. This is a particular problem as the number of events that Van Mildert College JCR puts on has increased dramatically in size and scale over the past few years, while the membership of Technical Production Committee has decreased.

The outcome of the trial suggested that this aim was partially satisfied. As of Michaelmas 2011, the committee has fewer members than is desired. Paying Technical Productions Committee has helped sell the committee to prospective members and is a motivational factor for committee members.

2. *Keep the cost of events down*

It is currently impractical for the Technical Productions Committee to work all of the events in its current state and several external contractors will be required if objective 1 is not met, causing a massive increase in the cost of many of the events that are run within college.

During the trial period and as of Michaelmas 2011 the JCR has not found a requirement for external contractors.

3. *To create a sustainable event culture*

Currently, any JCR member may start an event and require that Technical Production Committee work the event. This model is not sustainable in multiple ways.

- a. *Financially – New events are being created and requiring PA, causing wear and tear to the equipment. There is no additional money for this replacement being generated.*
- b. *Resources – The College has a finite set of skilled workers that can put the events on that we all know and love. If more events are added, others need to go.*

This document provides sufficient regulation on the creation of events.

Michaelmas 2011 Changes

1. Skill levels

The original document set out various levels of pay such as 'follow-spot operators', 'technicians' and 'operators'. Upon review this approach seemed unnecessary and in many situations counterproductive. The scheme now identifies two levels of paid work: operators and labourers. Unpaid work is now compensated for with increased committee wide privileges.

2. Updated payment levels

Levels of payment for paid work have been significantly reduced in order that the payment framework was sustainable in the long term.

3. Reduction in number of paid positions for large events
Large events now have three paid positions rather than eight; this reflects the number of people required to work during a large event. Other positions during large events are now compensated for using committee wide privileges.
4. Payment by hours and use of HR
Payments will now be made through Durham University payroll. Staff will be paid at National Minimum Wage for the number of hours outlined below.

PA Payment Framework

Event Type	Number of Operators Required	Number of Hours per Operator
Small	1	2
Medium	2	2
Large	3	4

Approximating National Minimum Wage (NMW) at £5.50 per hour;

<p>Small Events 1 Operator for 2 Hours</p> <p style="text-align: right;"><i>Total: £11.00</i></p>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Michaelmas Term</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Qty</th> <th style="text-align: left;">Total Price</th> </tr> </thead> <tbody> <tr> <td>Freshers' Week</td> <td>Huge</td> <td style="text-align: center;">1</td> <td>FREE</td> </tr> <tr> <td>Cabaret</td> <td>Large</td> <td style="text-align: center;">1</td> <td>FREE</td> </tr> <tr> <td>Michaelmas Ball</td> <td>Large</td> <td style="text-align: center;">1</td> <td>£66.00</td> </tr> <tr> <td>Panto</td> <td>Large</td> <td style="text-align: center;">1</td> <td>£66.00</td> </tr> <tr> <td>Carols in the Bar</td> <td>Small</td> <td style="text-align: center;">1</td> <td>FREE</td> </tr> <tr> <td>Open Mic Nights</td> <td>Small</td> <td style="text-align: center;">2</td> <td>£22.00</td> </tr> <tr> <td>Jam Nights</td> <td>Medium</td> <td style="text-align: center;">2</td> <td>£44.00</td> </tr> <tr> <td>Discos</td> <td>Medium</td> <td style="text-align: center;">2</td> <td>£44.00</td> </tr> <tr> <td>Discos</td> <td>Small</td> <td style="text-align: center;">2</td> <td>£22.00</td> </tr> <tr> <td>Take Me Out</td> <td>Medium</td> <td style="text-align: center;">1</td> <td>FREE</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total:</td> <td>£264.00</td> </tr> </tbody> </table>	Michaelmas Term	Type	Qty	Total Price	Freshers' Week	Huge	1	FREE	Cabaret	Large	1	FREE	Michaelmas Ball	Large	1	£66.00	Panto	Large	1	£66.00	Carols in the Bar	Small	1	FREE	Open Mic Nights	Small	2	£22.00	Jam Nights	Medium	2	£44.00	Discos	Medium	2	£44.00	Discos	Small	2	£22.00	Take Me Out	Medium	1	FREE	Total:			£264.00
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New Events

1. General Events

- a. New events of either a Small or Medium size will be put on for free for the first year that they run. This is on the proviso that the Technical Production Committee is consulted at least three weeks in advance of the date of the event. If three weeks notice is not provided then the event may incur a cost depending on the other commitments of Technical Production Committee. This cost will be decided by the head of Technical Production Committee with the JCR Treasurer and JCR President but shall not exceed the cost of putting on an event of the same size outlined in the framework above.
- b. New events that are classed as either Large or Huge shall be discussed with Technical Production Committee with at least five weeks notice and a charge may be incurred depending on the exact event and its specification. The charge should be no more than half of the price of putting on an event of a comparable size.

2. Charity Events

- a. New charity events should not be charged where possible. If Technical Production Committee believes, however, that the event placement is such that it causes significant inconvenience or it is of a size that requires a significant amount of work then they shall consult with the JCR Treasurer and JCR President along with the head of the event to discuss the cost of the event.

If any event is to be run for an additional year after its first trial then the event shall be added into the Technical Production Payment Framework by the Executive Committee and charged in accordance with the instructions set out within this document. This may only happen if the trial for the event went well and Technical Production Committee believes it can run the event in a sustainable way. If an event is not deemed sustainable then it will not be repeated the following year with the consultation of the Executive Committee.

PA Committee may be unable to work a trial event due to its scale and other time commitments such as other events. If this is the case then the Events Officer will work with the head of the event to try to find alternative solutions.

3. Definition of sizes for new events

A small event is defined by the following;

- An event taking no more than 4 hours in time, including setup of equipment, running time of the event and taking equipment away.
- Requiring one committee member to run the event, with help from the organising committee if necessary.
- A typical example would be an Open Mic Night in the Bar.

A medium event is defined by the following;

- An event requiring at least 2 members of the committee to operate, with additional help to setup.
- A typical example would be a Band Night in the JCR

A large event is defined by the following;

- An event that falls outside the definition of the small or medium scales, in terms of needing more committee members to setup and operate, or requiring significantly more time to set up.
- Typically, these are events taking place in the hall or outside of the main building

It is worth noting that there may be some variations to these definitions. Where possible these events will be categorised in the annual review of this Appendix.

Out of Term Events

Events that take place out of term should be discussed with the head of Technical Production Committee and may be charged at their discretion for a fee of no more than the amount for an event of a comparable size plus any travel & living costs incurred by anyone that is required to work the event.

There is no requirement that the Technical Production Committee must work events that do not happen within term time apart from those outlined in the Technical Production Payment Framework above.

External Hires

PA Committee can charge any rate they wish to external events, but must prioritise internal events when proper notice is given. In order to maintain the sustainability of JCR events and the functionality of Technical Production Committee, Technical Production Committee may have to sacrifice external events in order to ensure both established internal events and successful new ones can continue.