

Article 1 Electable positions within the JCR

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1.1 Nomenclature

JCR	The Junior Common Room of St. Cuthbert's Society
The Society	St. Cuthbert's Society
S.U.	The Durham Student's Union
DUCK	The Durham University Charities Committee
SCA	Durham Student Community Action
Meeting 1.2	Denotes the 2 nd meeting of the 1 st term of the academic year
LI-B / LI-P	Denotes a Live-In position within Bailey/Parson's Field accommodation
LI-B/P	Denotes a Live-in position within either Bailey or Parson's Field accommodation

Method I/II	Denotes the method of election for a position. Further information can be found either in Section ??? or in the Election Rules standing orders
Trustee	A Trustee as per the Charities Act of 2011
Fresher	An undergraduate or postgraduate student in their first year of study at Durham university
DUVS	Durham University Voting System, which can be found at apps.dur.ac.uk/vote
STV	Single Transferrable Vote, a method of voting whereby candidates shall be eliminated in increasing order of votes received, and their votes transferred to the voters' second choice, until a single candidate has a majority vote

2 Election Methods

- 2.1.1 There shall be four methods of election for a JCR position
- 2.1.2 **Method I (Presidential):** this method of election shall be reserved for only the election of the president of the society
- 1) Candidates shall be permitted longer husts, as well as a hust from their proposer
 - 2) There shall be a period of campaigning
 - 3) Voting shall be done online via the DUVS using the STV method of voting
- 2.1.3 **Method I:** this method of election shall be used for all positions on the executive committee (with the exception of the President of the Society) as well as for other senior non-executive officers
- 1) Candidates shall be permitted longer husts than elections by Method II
 - 2) There shall be a period of campaigning
 - 3) Voting shall be done online via the DUVS using the STV method of voting
- 2.1.4 **Method II:** this method of election shall be used for the election of all other officers not using Method I (Presidential), or Method I voting
- 1) Candidates shall be permitted short husts to be delivered during a JCR General Meeting
 - 2) There shall be no period of campaigning
 - 3) Voting shall be done by secret ballot during the same General Meeting in which the husts are given, via the STV method of voting
- 2.1.5 **Method III:** this method of election shall be used only in the giving of awards in the final General Meeting of the academic year
- 1) Candidates may be nominated by any member of the JCR
 - 2) Voters shall show their preference for a particular candidate by general acclamation
 - 3) The SRO shall decide on the victor at their own discretion
- 2.1.6 All election methods are defined by the regulations laid out in the Election Standing Order.

3 Executive committee

- 3.1.1 There shall exist an Executive Committee who shall have responsibility for the day-to-day running of the JCR.
- 1) Executive Committee meetings shall be called by the President of the Society;

- 2) The Committee shall be chaired by the President of the Society and minuted by the Vice-President;
 - 3) It shall meet at least thrice termly.
- 3.1.2 The Executive Committee shall consist of:
- 1) President of the Society
 - 2) Vice President
 - 3) Treasurer
 - 4) Senior Welfare Officer
 - 5) Facilities Manager
 - 6) Communications Officer
 - 7) Outreach Chair
 - 8) Librarian
 - 9) Social Chair
 - 10) Postgraduate and Mature Students Rep
 - 11) International Rep
 - 12) JCR Chair
 - 13) Sports and Societies Chair
- 3.1.3 All Executive Committee members shall perform any other reasonable duties as requested by the President of the Society
- 3.1.4 The JCR empowers the Executive Committee to hold any JCR Officer personally liable for any expenditure not previously agreed by the JCR, or the Executive Committee.
- 3.1.5 The Executive Committee may approve expenditure up to the value of £100 and may make recommendations to Finance Committee that expenditure up to the value of £300 is incurred.
- 3.1.6 Members of the Executive Committee who live in college accommodation shall represent the views and concerns of Livers In to the Executive Committee.
- 3.1.7 Those positions defined as a live-in position shall operate thus:
- 1) There will be a room in society accommodation set aside for the position
 - 2) When running for the position, candidates must declare whether they intend to live in that room or to live out
 - 3) If an officer lives out in a live in position, they must spend at least 8 hours a week in college. These hours should be publicised in advance
- 3.1.8 If a candidate declares that they intend to live in whilst campaigning, but is not in residence in their society accommodation by the first JCR meeting of Michaelmas term then an Automatic Motion of No Confidence will be run against them in that meeting.
- 3.1.9 Members of the Executive Committee, may at the discretion of the President and Social chair receive up to 40% discounts on ticket prices for college events, on the premise that they are fulfilling their Executive role adequately, and are involved in the setting up, organising or clearing up of the event.

3.2 President of the Society **Method I (Presidential), Meeting 2.1, LI-B**

- 3.2.1 The President of the Society shall represent the JCR and the Society at all levels to ensure their maximum benefit and report back to the JCR and Society.
- 3.2.2 Their duties shall be to:
- 1) Have the authority to discipline all Society members in cases where their behaviour is found to be offensive or detrimental to the well-being of the JCR, Society or Society members;
 - 2) Monitor all JCR Officers' activities and they should be ready to assume their responsibilities if these are becoming detrimental to their academic progress;
 - 3) Perform other reasonable duties as required;
- 3.2.3 They shall live in Society accommodation on the Bailey;
- 3.2.4 The JCR will pay any Council Tax and rent the President of the Society is liable for as a result of living in Society accommodation.
- 3.2.5 They shall receive a wage in line with the National Minimum Wage, as stipulated in the Presidential Contract of Service;
- 1) The President of the Society must sign the Presidential Contract of Service which shall be counter-signed by the Trustees on the JCR's behalf.
- 3.2.6 A copy of the Presidential Contract of Service shall be appended to this Order.

3.3 The Vice-President **Method I, Meeting 2.1, LI-P**

- 3.3.1 Their duties shall be to:
- 1) Order, advertise and sell Saint Cuthbert's Society merchandise;
 - 2) Act as secretary to the JCR taking and publicising online agendas and minutes of all JCR Meetings, all husts for positions elected via Election Method I and all JCR Committees. They shall also accept motions for proposal at the said meetings;
 - 3) E-mail all JCR officers prior to meetings to remind them of their obligation to attend
 - 4) Produce a JCR Freshers' Handbook on a schedule that allows it to be sent out with the Society Welcome Pack;
 - 5) Be available to perform any reasonable duties for and on behalf of the President of the Society where required.

3.4 The Treasurer **Method I, Meeting 2.1, LI-B**

- 3.4.1 Their duties shall be to:
- 1) Keep the JCR financial records, they shall present the JCR and Society Council, and shall ensure their accuracy, integrity and comprehensiveness;
 - 2) Oversee the expenditure of all JCR funds and account for this expenditure to the JCR and Society Council.
 - 3) To draw up a budget for the Financial Year which shall be presented to the J.C.R. at the penultimate General Meeting of Easter Term as a financial motion for approval.
 - 4) To shall submit accounts for the year to date at the next General Meeting as a financial motion for approval at the end of each financial quarter.
 - 5) To draw up the JCR's accounts at the end of the calendar year, and to present them to the JCR at the first General Meeting of Epiphany Term as a financial motion for approval.

- 3.4.2 The Treasurer, with the approval of Finance Committee, may delegate responsibility for the management of particular budgets or bank accounts to a specified member of Finance Committee.

3.5 The Society Librarian **Method I, Meeting 2.1, LI-B**

3.5.1 Their duties shall be to:

- 1) Ensure the availability of the Society Library to Society members by inter alia recruiting and deploying sub-librarians;
- 2) Ensure that the Society Library stock is kept up to date and relevant to the needs of Society members;
- 3) Ensure the security of the Society Library;
- 4) Ensure the funding of the Society Library through liaison with the relevant member(s) of Society staff;
- 5) They must have been listed on the Library Staff Rota for at least one term in order to be eligible to stand.

3.6 The Senior Welfare Officer **Method I, Meeting 2.1, LI-B/P**

3.6.1 Their duties shall be to:

- 1) Be available during drop-in hours (minimum 4hrs per week), or via email, to all Society members to act as a listening and signposting service;
- 2) Represent the JCR at meetings of the Durham S.U. Welfare and Diversity Committee, and report back to the JCR from them;
- 3) Supervise the activities of the Male Welfare Officer, Female Welfare Officer, Assistant Welfare Officers and Minority Reps (i.e. People of Colour, LGBT+, SWDA);
- 4) Publicise S.U. welfare campaigns;
- 5) Supply sexual health supplies to JCR members;
- 6) Liaise with College Student Support staff appropriately;
- 7) Attend relevant training events;

3.6.2 This is not a counselling position.

3.7 The International Representative **Method I, Meeting 2.3**

3.7.1 Their duties shall be to:

- 1) Represent the views and concerns of the international students to the Executive Committee;
- 2) Liaise with the International Office;
- 3) Organise the welcome of international students to St. Cuthbert's Society;
- 4) Organise the compilation and distribution of information relevant to new international students at St. Cuthbert's Society;
- 5) Organise events aimed at (but not necessarily limited to) international students throughout the year (including 'holiday periods')

3.8 The Outreach Committee Chair **Method I, Meeting 2.1**

3.8.1 Their duties shall be to:

- 1) To organise volunteering and fundraising opportunities for JCR members within the wider community
- 2) Aid relevant fundraising efforts by JCR members
- 3) Chair Outreach Committee

3.9 The Postgraduate and Mature Students Representative Method I, Meeting 2.2

3.9.1 Their duties shall be to:

- 1) Represent the views and concerns of postgraduate students to the Executive Committee;
- 2) Represent the views and concerns of mature students to the Executive Committee;
- 3) Represent St. Cuthbert's Society on MCR PresComm;
- 4) Organise the welcome of new postgraduate and mature students to St. Cuthbert's Society;
- 5) Organise the compilation and distribution of information relevant to new postgraduate and mature students at St. Cuthbert's Society;
- 6) Organise event aimed at (but not necessarily limited to) postgraduate and mature students throughout the year (including 'holiday periods');

3.10 The Sports & Societies Committee Chair Method I, Meeting 2.3

3.10.1 Their duties shall be to:

- 1) Assist and supervise JCR Clubs and Societies;
- 2) Organise the Fresher's Fair at the beginning of the Michaelmas term;
- 3) publicise events, results of JCR teams, and generally promote support for and involvement in JCR Clubs and Societies;
- 4) Attend meetings as required by Team Durham and coordinate the activities of the Team Durham Representatives;
- 5) Oversee the actions of the sports reporters
- 6) E-mail all club/society captains/presidents prior to each JCR General Meeting to remind them that at least 2 members from each sport/society (one member if the sport/club comprises 20 or less members) are mandated to attend said meeting

3.11 The Social Committee Chair Method I, Meeting 2.2

3.11.1 Their duties shall be to:

- 1) Organise events and entertainments throughout the year;
- 2) Publicise and organise entertainments after formal dinners not specifically being run by another JCR Officer and to assist the relevant JCR Officers with the organisation and publicising of all other formal dinners;
- 3) Organise and supervise Social Committee;
- 4) Inform neighbours of upcoming events and publicise all activities to Society members;
- 5) Where necessary liaise with Society staff in order to ensure the smooth running of all events;
- 6) Oversee the proper management of the Casino as a service of the JCR;
- 7) Liaise with the Senior Intro-Week Representative with regards to social events during Fresher's Week and Open Days.

3.12 The Communications Officer Method I, Meeting 2.2

3.12.1 Their duties shall be to:

- 1) Ensure the views and concerns of Livers Out are represented to the Executive Committee;

- 2) Ensure the views and concerns of Local Students are represented to the Executive Committee;
- 3) Produce a Livers Out Handbook;
- 4) Liaise with the S.U officers
- 5) Run a housing talk in the first half of November
- 6) Maintain the housing database
- 7) Represent the JCR to the S.U. at all meetings they are invited to attend.
- 8) Report S.U. policy, initiatives and activities to the JCR
- 9) Organise and supervise the Junior S.U. Representatives.
- 10) Oversee the webmaster, and maintain the website when there is no webmaster in office
- 11) Write and distribute the weekly newsletter

3.13 The JCR Chair

Method I, Meeting 2.2

3.13.1 Their duties shall be to:

- 1) Call, advertise and chair all General, Extraordinary, Constitutional and Governance Committee Meetings.
- 2) Be available to advise members on matters concerning the Constitution, Standing Orders, Policy Documents and the day-to-day running of the JCR

3.13.2 The JCR Chair may not propose or second any motions.

3.13.3 They shall be a non-voting, impartial member of the JCR.

3.14 The Facilities Manager

Method I, Meeting 2.2, LI-B/P

3.14.1 Their duties shall be to:

- 1) Oversee the following facilities managers: Gym Manager, Green Machine Manager, Music Room Manager and Dark Room Manager.
- 2) Provide basic coverage of any of the above facilities roles should the position not be filled.
- 3) Ensure all facilities are fit and safe for use, and close any facilities not meeting this criterion until they are deemed fit and safe for use
- 4) Oversee the Environment Rep and represent their views to the JCR exec, and to college staff when required.

4 Governance Committee

4.1.1 There shall exist a Governance Committee (GovComm) whose purpose shall be to interpret the JCR's governing documents, to investigate complaints against the JCR. GovComm is responsible for ensuring that all JCR Standing Orders are followed for motions and elections, and will provide support and advice to the JCR Chair and SRO in matters pertaining to motions and elections.

- 1) It shall be called by the JCR Chair.
- 2) It shall be chaired by the JCR chair and minuted by the Vice-President.
- 3) It shall meet at least thrice termly: at least two days prior to every General Meeting.

4.1.2 It shall consist of

- 1) JCR Chair,
- 2) Senior Returning Officer (SRO),
- 3) President of the Society,
- 4) Vice-President,
- 5) Stool, and

6) 3 x Junior Returning Officer (JRO).

4.1.3 Members of governance committee must not show bias or preference towards any candidate during any JCR elections. They must abstain from voting in Method II elections, and may not be a candidate on the campaign team of any election.

4.2 Senior Returning Officer

Method I, Meeting 3.1

4.2.1 Their duties shall be to:

- 1) Advertise all elections in upcoming General Meetings
- 2) Advise potential candidates on how to run in an election and on the duties of available roles
- 3) Run all elections both during General Meetings and through use of the Durham University Voting System
- 4) Ensure all election candidates adhere to JCR election rules.
- 5) To have the final decision on all matters pertaining to elections.
- 6) To assume JCR Chair's responsibility in Governance Committee in a dispute involving the JCR Chair.

4.2.2 The Senior Returning Officer may, at the discretion of the President and Social Chair, receive up to 40% discounts on ticket prices for college events, on the premise that they are fulfilling their role adequately, and are involved in the setting up, organising or clearing up of the event.

4.3 Junior Returning Officer

Method II, Meeting 1.1

4.3.1 Their duties shall be to:

- 1) Assist the Senior Returning Officer with the running of elections.
- 2) Oversee the Senior Returning Officer's counting of votes.
- 3) Advertise upcoming elections through putting up posters and posting in social media pages.
- 4) Take over the duties of the Senior Returning Officer should they step down from their position.

4.4 Stool

4.4.1 Their duties shall be to:

- 1) Assist the JCR Chair in any of their duties.
- 2) Ensure only members attend JCR Meetings.
- 3) Keep a board of statistics during each JCR Meeting.
- 4) Chair any General, Extraordinary, Constitutional or Governance Committee meetings in the absence of the JCR chair.

5 Finance committee

5.1.1 There shall exist a Finance Committee (FiComm) who shall have responsibility for the keeping of all JCR accounts. They shall also oversee the reimbursement of JCR members, sports and societies, as well as any payments due to the JCR by said parties.

- 1) It shall be called by the Treasurer.
- 2) It shall be chaired by the Treasurer and minuted by the Vice-President.
- 3) It shall meet at least twice a term.

- 5.1.2 It shall consist of:
- 1) Treasurer,
 - 2) President of the Society,
 - 3) Vice-President, and
 - 4) 9 x Finance Committee Member
- 5.1.3 The Finance Committee shall have the power to approve any expenditure, recommended by the Executive Committee, up to the value of £300
- 5.1.4 The Finance Committee shall meet prior to any JCR Meeting at which a motion is likely to have an effect on J.C.R. finances or financial procedures, to assess the financial viability of said motion.
- 5.1.5 The Finance Committee shall have the power of veto in connection with any such motion.
- 5.1.6 If the Finance Committee decides not to veto a motion its opinion, which shall be announced by the Treasurer at the J.C.R. Meeting, is to be regarded as advisory.
- 5.1.7 Finance Committee will assist the Treasurer in drawing up the budget for the financial year:
- 1) The budget must be realistic, show a positive closing balance and income and expenditure should be broken down into major headings.
 - 2) Budgets should be submitted to the Treasurer for each event held by the JCR well in advance and should be realistic.
 - 3) Individual Clubs and Societies shall request a budget by submitting a Budget Request Form to the Treasurer before the JCR Meeting.
 - 4) The budget of individual Clubs and Societies can only be passed at the JCR meeting provided that at least two members of that society are present at the meeting.
 - 5) In the event that an individual Club or Society does not present two members at this JCR meeting, the budget for this particular Club or Society may be requested at the following JCR meeting under the same circumstances.
- 5.1.8 Finance Committee will assist the Treasurer in drawing up the budget for the calendar year:
- 1) The budget must be realistic, show a positive closing balance and income and expenditure should be broken down into major headings.
 - 2) The accounts should be prepared on an accruals basis and contain a complete set of creditors, debtors, prepayments and accruals for the year as well as a list of the JCR's assets and liabilities.
- 5.1.9 Finance Committee should satisfy themselves of the accuracy of all financial records in order to provide oversight of the Treasurer.

5.2 Finance Committee Member

Method II

- 5.2.1 Their duties shall be:
- 1) Attend meetings of the Finance Committee as required.
 - 2) Assist the Treasurer with decisions relating to the JCR budget.
 - 3) Assist the Treasurer with ensuring all reclaim receipts have been received.
 - 4) Audit JCR accounts to check for numerical accuracy and validity.

- 5.2.2 Finance Committee Members shall have no pre-assigned roles, but may be allocated roles as the Treasurer sees fit.
- 5.2.3 Due to the large number of positions available, the elections for Finance Committee Member shall be run over several meetings.

6 Welfare committee

- 6.1.1 There shall exist a Welfare Committee whose duties shall be to ensure the smooth running of the JCR welfare support structure and the dissemination of general information regarding campaigns and welfare-related issues.
 - 1) It shall be called by the Senior Welfare Officer
 - 2) It shall be chaired by the Senior Welfare Officer and minuted by the Vice-President
 - 3) It shall meet only in extraordinary circumstances, such that the Senior Welfare Officer deems there has been an event that will affect the welfare of a large number of JCR members
- 6.1.2 It shall consist of:
 - 1) Senior Welfare Officer,
 - 2) Male Welfare Officer,
 - 3) Female Welfare Officer,
 - 4) President of the Society,
 - 5) Vice-President,
 - 6) 2 x Assistant Welfare Officers,
 - 7) Students with Disabilities rep (SWD rep),
 - 8) LGBT+ rep, and
 - 9) People of Colour rep (POC rep).
- 6.1.3 Minutes of the Welfare Committee shall be considered Reserve Business and not published due to the personal nature of business discussed.
- 6.1.4 In addition to the Welfare Committee, there shall exist a Welfare Campaigns Team. Their duties shall be to organise campaigns on topics chosen by the Senior Welfare Officer, Male Welfare Officer and Female Welfare Officer.
- 6.1.5 The Welfare Campaigns Team shall consist of
 - 1) The Welfare Committee
 - 2) 20 x Campaign Team Members
- 6.1.6 The International Rep and the Postgrad and Mature Students rep are invited to attend.
- 6.1.7 The minorities reps (LGBT+ rep, SWD rep, POC rep) shall ensure campaigns are inclusive.

6.2 Male Welfare Officer

Method I, Meeting 2.1

- 6.2.1 Their duties shall be:
 - 1) Be available during drop-in hours, or via email, to all Society members to act as a listening and signposting service;
 - 2) Represent the JCR at meetings of the Durham S.U. Welfare and Diversity Committee, and report back to the JCR from them;
 - 3) Publicise all S.U. welfare campaigns;
 - 4) Supply sexual health supplies to JCR members;
 - 5) Liaise with College Student Support staff appropriately;
 - 6) Attend relevant training events;

- 7) Be available during Induction week to provide support during events and to manage arising welfare issues.
- 8) Oversee campaign content and the running of these campaigns
- 9) Be available for a minimum of 4 drop-in hours per week in appropriate locations

6.3 Female Welfare Officer

Method I, Meeting 2.1

6.3.1 Their duties shall be:

- 1) Be available during drop-in hours, or via email, to all Society members to act as a listening and signposting service;
- 2) Represent the JCR at meetings of the Durham S.U. Welfare and Diversity Committee, and report back to the JCR from them;
- 3) Publicise all S.U. welfare campaigns;
- 4) Supply sexual health supplies to JCR members;
- 5) Liaise with College Student Support staff appropriately;
- 6) Attend relevant training events;
- 7) Be available during Induction week to provide support during events and to manage arising welfare issues.
- 8) Oversee campaign content and the running of these campaigns
- 9) Be available for a minimum of 4 drop-in hours per week in appropriate locations

6.4 Assistant Welfare Officer

Method I, Meeting 1.1

6.4.1 Their duties shall be:

- 1) Manage campaigns on topics decided by Senior Welfare Officer, Male Welfare Officer and Female Welfare Officer
- 2) Organise meetings of Welfare Campaigns Team
- 3) Distribute tasks to Campaigns Team Members

6.5 Students with Disabilities rep

Method I, Meeting 1.1

6.5.1 Their duties shall be:

- 1) Act as a representative for JCR members with a mental or physical disability
- 2) Help to provide access to welfare and support to those students who may require it
- 3) Raise issues relating to students with disabilities during Welfare Committee meetings and consider ways to accommodate to the needs of those students at college-run events
- 4) Campaign and raise awareness for issues that may affect students with disabilities
- 5) Liaise with the Durham University Disability Support as well as the SWDA (Students With Disabilities Association) within the SU when necessary

6.6 LGBT+ rep

Method II, Meeting

6.6.1 Their duties shall be:

- 1) Represent the views of JCR members who identify as LGBT+
- 2) Help to provide safe spaces for JCR members who identify as LGBT+
- 3) Campaign and raise awareness of issues that may affect JCR members who identify as LGBT+, and raise said issues in JCR meetings
- 4) Liaise with the Durham University LGBT+ association when necessary
- 5) Attend relevant training by the DSU LGBT+ association

6.7 People of Colour rep

Method II, Meeting ??

6.7.1 Their duties shall be:

- 1) Represent the views of JCR members who are people of colour
- 2) Help to provide safe spaces for JCR members who are people of colour
- 3) campaign and raise awareness of issues that may affect JCR members who are people of colour, and raise said issues in JCR meetings
- 4) Liaise with the Durham People of Colour association when necessary
- 5) Attend relevant training by the Durham PoC association

6.8 Campaign Team Member

NE

6.8.1 Their duties shall be:

- 1) Attend meetings of the Welfare Campaigns Team
- 2) Contribute ideas towards campaigns
- 3) Produce welfare campaign materials
- 4) Attend campaign events

6.8.2 They shall be selected by the Senior Welfare Officer, Male Welfare Officer and Female Welfare Officer via interview

7 Outreach committee

7.1.1 There shall exist an Outreach Committee who shall have responsibility for overseeing volunteering, organising fundraising and charity opportunities both alongside DUCK, and independently within the Society, and to promote and encourage involvement in DUCK and SCA opportunities.

- 1) It shall be called by the Outreach Chair.
- 2) It shall be chaired by the Outreach Chair and minuted by the Vice-President.
- 3) It shall meet at least twice termly.

7.1.2 It shall consist of

- 1) Outreach Chair,
- 2) Vice-President,
- 3) SCA rep,
- 4) DUCK rep,
- 5) DUCK Liaison Officer,
- 6) Publicity officer,
- 7) Events manager, and
- 8) Project Coordinator.

7.1.3 All the Outreach Committee members shall perform any other reasonable duties as requested by the Outreach Chair.

7.1.4 It is the responsibility of Outreach to plan and execute events throughout the academic year; both to fundraise and to showcase local charitable organisations.

7.2 SCA Representative

NE

7.2.1 Their duties shall be to:

- 1) Sit on cross-college SCA meetings fortnightly and represent the views, ideas and concerns of the St Cuthbert's Society student body.
- 2) Feedback the content of these meetings to Outreach Committee.

- 7.2.2 The SCA rep shall be a position awarded by interview by the Durham SCA, and they shall be invited to sit on the Outreach Committee

7.3 DUCK rep **Method I, Meeting 1.1**

- 7.3.1 Their duties shall be to:
- 1) Liaise with the DUCK Colleges Officer about charity events within college.
 - 2) Attend regular meeting with other college DUCK Reps.
 - 3) Feedback to Outreach Committee about university-wide fundraising events.

7.4 DUCK Liaison Officer **NE**

- 7.4.1 Their duties shall be to:
- 1) To post on the JCR Freshers' pages to advertise central university DUCK events in order to increase participation in these events.
 - 2) Attend meetings with DUCK liaison officers from other colleges.
- 7.4.2 The Duck Liaison Officer shall be a position selected by DUCK through their own selection process.

7.5 Publicity Officer **NE**

- 7.5.1 Their duties shall be to:
- 1) Aid the Outreach Chair with a focus on advertising volunteering opportunities and college fundraising and charity events
 - 2) Keep the Outreach Committee Facebook page up to date.
- 7.5.2 The Publicity Officer shall be selected by the Outreach Chair via an application form and an informal interview.

7.6 Events Manager **NE**

- 7.6.1 Their duties shall be to:
- 1) Aid the Outreach Chair with a focus on organising and planning fundraising and charity events within college.
 - 2) To aid the planning and execution of fundraising events.
- 7.6.2 The Events Manager shall be selected by the Outreach Chair via an application form and an informal interview.

7.7 Project Coordinator **NE**

- 7.7.1 Their duties shall be to:
- 1) Aid the Outreach Chair with a focus on the establishment and maintenance of volunteering opportunities and projects within college,
 - 2) Work towards the creation of new volunteering projects within college, i.e. investigating the logistics of ideas presented in Outreach Meetings.
- 7.7.2 The Project Coordinator shall be selected by the Outreach Chair via an application form and an informal interview.

8 Postgraduate and Mature Students Committee

8.1.1 There shall exist a Postgraduate and Mature Students Committee who shall have responsibility for representing the Postgraduate and mature students within the Society and presenting their views to the rest of the JCR, putting on events for them, and making decisions in order to improve their college experience.

- 1) It shall be called by the Postgraduate and Mature Students Representative.
- 2) It shall be chaired by the Postgraduate and Mature Students Representative and minuted by the Vice-President.
- 3) It shall meet at least twice per term.

8.1.2 It shall consist of:

- 1) Postgraduate and Mature Students Representative
- 2) Vice-President
- 3) 2 x Social Representative
- 4) Academic Representative
- 5) DSU (Durham Students' Union) Representative
- 6) International Representative
- 7) 2 x General Representative

8.2 Social Representatives

8.2.1 Their duties shall be:

- 1) Liaising with the Social Chair, and communicating the views and concerns of postgraduate students to them.

8.3 Academic Representative

8.3.1 Their duties shall be:

- 1) Liaising with the Society Librarian, and communicating the views and concerns of postgraduate students to them.

8.4 DSU Representative

8.4.1 Their duties shall be:

- 1) Liaising with the Senior DSU Representative, and communicating the views and concerns of postgraduate students to them.

8.5 International Representative

8.5.1 Their duties shall be:

- 1) Liaising with the International Representative, and communicating the views and concerns of postgraduate students to them.

8.6 General Representative

8.6.1 Their duties shall be:

- 1) Assisting the committee and ensure good practice and provision.

9 Facilities Committee

9.1.1 There shall exist a Facilities Committee who shall have responsibility for the upkeep of all JCR owned facilities (the gym, the music room, and the dark room). They shall also have responsibility for the maintenance and usage of JCR owned tech equipment, such as sound decks, speakers, and silent disco equipment.

- 1) There shall be no scheduled meetings of the Facilities Committee
- 2) If a meeting is required, it shall be called and chaired by the Facilities Manager. It shall not be minuted.

9.1.2 The Facilities Committee shall consist of:

- 1) Facilities Manager
- 2) Vice-President
- 3) Dark Room Manager
- 4) Gym Manager
- 5) Music Room Manager
- 6) Green Machine Manager
- 7) 3 x Green Machine Technicians
- 8) Environment Rep

9.2 Dark Room Manager

Method II, Meeting 3.1

9.2.1 Their duties shall be:

- 1) Maintain the dark room facility and ensure its proper usage by members of the JCR.
- 2) Provide access to any member of the JCR who wishes to use the Dark Room.
- 3) Report to the Facilities Manager any suggested improvements or any problems regarding the Dark Room.

9.2.2 They shall be provided with a key to the dark room facility for the duration of their term.

9.3 Gym Manager

Method II, Meeting 1.1

9.3.1 Their duties shall be:

- 1) Maintain the gym facility and ensure its proper usage by members of the JCR
- 2) Ensure all pieces of gym equipment are in safe, functioning order, and are all accounted for.
- 3) Report to the Facilities Manager any suggested improvements for the gym, including use of the gym budget.
- 4) Report any faulty or missing pieces of equipment to the Facilities Manager.

9.4 Music Room Manager

Method II, Meeting ??

9.4.1 Their duties shall be:

- 1) Maintain the music room facility and ensure its proper usage by members of the JCR.
- 2) Provide access to any member of the JCR who has booked to use the music room via the online booking form.
- 3) Ensure all musical instruments and equipment are in good working order and are accounted for.
- 4) Report to the Facilities Manager any suggested improvements for the music room.

- 5) Report any faulty or missing pieces of equipment to the Facilities Manager.
- 9.4.2 They shall be provided with a key to the music room facility for the duration of their term

9.5 Green Machine Manager

Method II, Meeting 1.3

- 9.5.1 Their duties shall be to:
- 1) Maintain the Green Machine and coordinate its use for JCR events.
 - 2) Ensure all pieces of Green Machine tech are functional and accounted for.
 - 3) Liaise with the Facilities Manager and the President to organise the loaning of silent disco equipment to other colleges. Ensure all headphones are counted before and after loaning, and that they are all in good working order
 - 4) Oversee training of the Green Machine Technicians
 - 5) Report to the Facilities Manager any suggested improvements for the Green Machine, including use of the Green Machine budget.
 - 6) Report any faulty or missing pieces of equipment to the Facilities Manager.
- 9.5.2 They shall be provided with a key to the music room facility, and to the Green Machine cupboard for the duration of their term

9.6 Green Machine Technician

Method II, Meeting,

1.3

- 9.6.1 Their duties shall be to:
- 1) Work with the Green Machine Manager to coordinate the use of Green Machine Tech for JCR-run events
 - 2) Assist with the counting and checking of silent disco equipment before and after it has been loaned out
 - 3) Take over the duties of the Green Machine Manager should they be absent or unavailable

10 Social Committee

- 10.1.1 There shall be exist a Social Committee who shall have responsibility for the organising, advertising and running of social events throughout the year. These shall include, but not be limited to, the Michaelmas Ball, the Feast of St. Cuthbert, the Summer Ball, and Cuth's Day.
- 10.1.2 It shall consist of:
- 1) Social Committee Chair
 - 2) Vice-President
 - 3) 3 x 1st Year Reps
 - 4) 3 x 2nd Year Reps
 - 5) 3 x 3rd Year Reps
 - 6) Ball Manager
 - 7) Feast Manager
 - 8) Cuth's Day Manager

- 10.1.3 Members of Social, may at the discretion of the President and Social chair receive up to 40% discounts on ticket prices for college events, on the premise that they are fulfilling their Social Committee role adequately, and are involved in the setting up, organising or clearing up of the event.

10.2 Year representatives

Method II, Meeting 1.1

10.2.1 Their duties shall be:

- 1) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events
- 2) Represent the views of the relevant year at meetings
- 3) Suggest events for the relevant years
- 4) Assist with the preparation and organisation for social events as requested by the social chair
- 5) Attend event venues before and/or after events to assist with set-up and/or clear-up of events

10.3 Ball Manager

10.3.1 Their duties shall be:

- 1) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events.
- 2) Assist the Social Chair in the organising and setting up of Michaelmas Ball.

10.4 Feast Manager

10.4.1 Their duties shall be:

- 1) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events.
- 2) Assist the Social Chair in the organising and setting up the Feast of St. Cuthbert.

10.5 Cuth's Day Manager

10.5.1 Their duties shall be: :

- 1) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events.
- 2) Assist the Social Chair in the organising and setting up of Cuth's Day.

11 Library Committee

11.1.1 There shall exist a Library Committee who shall have responsibility for the upkeep of the Society Library and the books and resources owned by the Society.

- 1) There shall be no scheduled meetings of the Library Committee
- 2) If a meeting is required, it shall be called and chaired by the Librarian. It shall not be minuted.

11.1.2 It shall consist of:

- 1) Society Librarian
- 2) Assistant Librarian
- 3) Senior Sub-Librarians
- 4) Junior Sub Librarians

11.2 Assistant Librarian

11.2.1 Their duties shall be:

- 1) Assist the Librarian with all aspects of the day to day management of St. Cuthbert's Society Library.
- 2) Be specifically responsible for the management and training of staff in conjunction with the Librarian.

11.2.2 The Assistant Librarian must have already been a librarian for two terms prior to their term.

11.3 Senior Sub-Librarian

11.3.1 Their duties shall be:

- 1) Assist with book ordering, requests and the buy back system.
- 2) Assist the Society Librarian with constructing the annual stock take and the shop stock.
- 3) Work shifts as organised by the Society Library, and ensure the Library is locked up.
- 4) Perform other senior library responsibilities that the Society Librarian deems appropriate.

11.3.2 The Senior Sub-Librarians will be appointed from the Junior Sub-Librarians by the Society Librarian.

12 Other positions

12.1 Student Trustee

Method I, Meeting 1.1

12.1.1 Student trustees shall sit on the trustee board for St. Cuthbert's Society

12.1.2 Their duties shall be:

- 1) Ensure that the Society is fulfilling the aims and obligations that its charitable status requires
- 2) Offers suggestions and ideas at meetings to improve or help with these aims
- 3) Provide oversight on the actions of the Executive Committee
- 4) Attend quarterly meetings of the board of trustees

12.1.3 Student Trustees must be eligible to be a charity trustee in line with the Charities Act of 2011

12.2 Assistant Brooks Bar Steward

Method I

12.2.1 Their duties shall be:

- 1) Assist the Bar Steward with end of week banking, and reconciliation of cash and card payments from nights takings
- 2) Clean the beer lines at Brooks bar
- 3) Help the Bar Steward to plan and prepare for busy events such as the Feast of St. Cuthbert and Cuth's Day
- 4) Assist with the reception of morning deliveries to the bar
- 5) Represent the views of the JCR to the bar management, and in the day to day running of the bar

- 12.2.2 The Assistant Brooks Bar Steward must have worked in Cuth's Bar for at least two terms
- 12.2.3 They must also already hold the position of Bar Supervisor due to the cash handling element of the role

12.3 Senior Induction Week Representative

- 12.3.1 Their duties shall be:
 - 1) Have responsibility for the overall organisation of both induction week and post-offer open days
 - 2) In conjunction with the president, organise and run interviews in order to select reps for induction week and the post-offer open days
 - 3) Ensure the proper training of all reps in relevant areas, including but not limited to safeguarding, active bystander, active listening and manual handling
 - 4) Organise appropriate events for freshers during induction week, including but not limited to social events in college, club nights, and information sessions

12.4 Sports and Societies Reporter

- 12.4.1 Their duties shall be:
 - 1) Assist the Sports and Societies chair with the running of relevant social media accounts (such as Team Cuth's)
 - 2) Attend sports fixtures and society events to report and write articles that may be featured in Cuth's newsletter, the Palatinate, or on JCR social media accounts
- 12.4.2 Attendance of and reporting on events shall be done on a free-lance basis, as and when desired