

St Cuthbert's Society JCR

Article 1 Electable Positions in the JCR



Nomenclature	4
Election Methods	5
Executive Committee	6
President of the Society	8
Vice-President	9
Finance and Compliance Officer (FCO)	9
Society Librarian	10
Senior Welfare Officer	10
Outreach Committee Chair	11
Postgraduate and Mature Students' Chair	11
Sports and Societies Chair	12
Social Committee Chair	12
Publicity and Relations Officer	13
JCR Chair	13
Facilities Manager	14
Governance Committee	14
Senior Returning Officer (SRO)	15
Junior Returning Officer (JRO)	15
Stool	15
Finance Committee	16
Finance Committee Member	18
Welfare Committee	18
Welfare Officer x2 (one Male, one Female)	19
Welfare Campaigns Committee	19

Campaigns Team Manager	20
Campaigns Team Member	20
Communities Committee	20
Communities Chair	22
Students with Disabilities (SwD) Representative	22
Working Class Students' (WCS) Representative	23
LGBT+ Representative	23
Ethnic Minorities (EM) Representative	24
International Representative	25
Assistant Students with Disabilities Representative	26
Assistant Working Class Students' Representative	26
Assistant LGBT+ Representative	27
Transgender and Non-Binary Representative	27
Assistant Ethnic Minorities Representative	28
Assistant International Representative	28
Local Students' Representative	29
Outreach Committee	29
DUCK Representative	30
DUCK Liaison Officer	30
Publicity Officer	30
Events Manager	30
Project Coordinator	31
Outreach Committee Member	31
Postgraduate and Mature Students' Committee	31
Postgraduate and Mature Students' Vice-President	32
Postgraduate and Mature Students' Treasurer	32
Postgraduate and Mature Students' Social Secretary	33
Postgraduate and Mature Students' Academic Representative	33
Mature Students' Representative	34
Postgraduate Representative	34
Postgraduate and Mature Students' International Representative	34
Postgraduate and Mature Students' Students' Union Representative	34
Fourth Year Representative	35
Postgraduate Welfare Representative	35
Facilities Committee	35
Gym Manager	36
Green Machine and Hires Manager	36
Green Machine Technician	37

Social Committee	37
General Social Committee Member	38
Michaelmas Ball Manager	38
Feast Manager	38
Summer Ball Manager	38
Cuth's Day Manager	39
Formals Manager	39
Students' Union Committee	39
Students' Union Committee Member	40
Library Committee	41
Assistant Librarian	41
Stock Manager	41
Volunteer Librarian	42
International Committee	42
International Events Manager	43
International Campaigns Manager	43
International Publicity Manager	43
Year Abroad and Placement Committee	43
Year Abroad and Placement Representative	44
General Committee Member	44
Music Committee	44
The Music Representative	45
The Assistant Music Representative	46
Music Events and Publicities Officer	46
Environment Committee	46
Environment Representative	47
Media Manager	47
Events Manager	47
Greenspace and SU Representative	47
Embrace the Waste Representative	47
Environment Committee Member	47
Other Positions	48
Student Trustee	48
Bar Liaison Officer	48
Senior Induction Week Representative (Head Frep)	49

Sports and Societies Reporter	49
Webmaster	49
Fashion Show President	50
Bailey Wardrobe Manger	50
Method IV Positions	50
Leader of the Song	50
The Orbiting Professor of Martian Anthropology	50
The Golden Bedspring for Fornication	51
The Red Herring for Persistent and Unadulterated Lying	51
Tweedle Dee and Tweedle Dum Award	51
The Soft Cushion for Academic Blagging	51
The Wooden Spoon for Stirring Disharmony	51
The Anonymous Magistrate's Paper Bag for Technicolour Yawning	51
The Keeper of the Couplets	51
The Wincrete Memorial Trophy	51
The Keeper of the Glass Bell	51
Stolen Music Room Key for Musical Cacophony	51
Sarko Plan Escapologist	52
Fluffy Socks Manager	52

1. Nomenclature

JCR	The Junior Common Room of St Cuthbert's Society
The Society	St Cuthbert's Society
SU	The Durham University Student's Union
DUCK	The Durham University Charities Committee
SCA	Durham Student Community Action
Meeting 1.2	Denotes the 2nd meeting of the 1st term of the academic year
LI-B / LI-P	Denotes a Live-In position within either Bailey or Parson's Field housing
Method I/II/III/IV	Denotes the method of election for a position. See Section 2.
Trustee	A Trustee as per the Charities Act of 2011

- Fresher** An undergraduate or postgraduate in their first year of study
- DUVS** Durham University Voting System found at apps.dur.ac.uk/vote
- STV** Single Transferable 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.
- Ex-Officio** An individual that sits on a committee by virtue of another office held and is not elected specifically onto that committee.
- Caucus Voting Procedure** A method of voting in which members that do not identify with the minority group the position is elected to represent are recommended to abstain in the election.

2. Election Methods

- 2.1. There shall be five methods of election for a JCR position. See the Election Rules Order for more information on the regulations and procedure of the different election methods.
- 2.1.1. **Method I (Presidential):** this method of election shall be reserved for only the election of the President of the Society and the Finance and Compliance Officer.
- 2.1.1.1. There shall be a period of campaigning.
- 2.1.1.2. Voting shall be done online via the DUVS using the STV method of voting.
- 2.1.2. **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 and the FCO) as well as for other senior non-executive officers.
- 2.1.2.1. There shall be a period of campaigning.
- 2.1.2.2. Voting shall be done online via the DUVS using the STV method of voting.
- 2.1.3. **Method II:** This method of election shall be used for the election of officers not using Method I (Presidential), or Method I voting.
- 2.1.3.1. There shall be no period of campaigning.
- 2.1.3.2. Candidates shall be permitted short husts to be delivered during a General Meeting.
- 2.1.3.3. Voting shall be done by secret ballot during the same General Meeting in which the husts are given by close-eyed show of hands.

2.1.3.4. If a position remains unfilled after three consecutive elections, it may be run as a Method III position at any point in the rest of the academic year.

2.1.4. **Method III:** This method of election will be used for the election of officers not using Method I (Presidential) or Method I voting.

2.1.4.1. There shall be no period of campaigning.

2.1.4.2. The election of officers shall be done via an application and selection process that is co-ordinated by a specified overseer.

2.1.4.3. Successful candidate(s) will be chosen by the overseer following consultation with and approval from the President of the Society and the Vice-President, and consultation with anyone else deemed necessary.

2.1.4.4. If the position(s) are not filled, the overseer may re-open nominations at a later date at their own discretion.

2.1.5. **Method IV:** this method of election shall be used almost only in the giving of awards in the final General Meeting of the academic year.

2.1.5.1. Candidates may be nominated by any member of the JCR.

2.1.5.2. Voters shall show their preference for a particular candidate by general acclamation.

2.1.5.3. The SRO shall decide on the victor at their own discretion.

3. Executive Committee

3.1. There shall exist an Executive Committee who shall have responsibility for the day-to-day running of the JCR.

3.1.1. Executive Committee meetings shall be called by the President of the Society.

3.1.2. The Committee shall be chaired by the President of the Society and minuted by the Vice-President.

3.1.3. It shall meet at least thrice termly.

3.1.4. The agenda of each meeting shall be shared with the Communities Committee in advance of each meeting.

3.1.5. The Communities Committee shall be invited to send a delegate to each meeting.

3.1.5.1. The delegate shall not be considered a member of the Executive Committee for any purposes other than attending meetings of the committee.

3.2. The Executive Committee shall consist of:

1) President of the Society,

2) Vice-President,

- 3) Finance and Compliance Officer (FCO),
 - 4) Senior Welfare Officer,
 - 5) Facilities Manager,
 - 6) Publicity and Relations Officer,
 - 7) Outreach Chair,
 - 8) Society Librarian,
 - 9) Social Chair,
 - 10) Postgraduate and Mature Students Committee Chair,
 - 11) JCR Chair, and
 - 12) Sports and Societies Chair.
- 3.3. All Executive Committee members shall perform any other reasonable duties as requested by the President of the Society.
 - 3.4. 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.
 - 3.5. 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 £500 is incurred.
 - 3.6. Members of the Executive Committee who live in college accommodation shall represent the views and concerns of Livers In to the Executive Committee.
 - 3.7. There shall be a priority system for allocating the rooms in college set aside for the Executive Committee:
 - 3.7.1. The available rooms on each site will be offered sequentially to elected officers according to the priorities list.
 - 3.7.2. After being elected, officers who wish to live in must declare this within one week, and the site on which they wish to live.
 - 3.7.3. If they do not, they will lose their priority, and the rooms will be offered to officers who are elected later.
 - 3.7.4. If a position is not elected during the meeting it is first offered at but is elected subsequently, the officer that is elected may not have an Exec room that has already been allocated, regardless of priority.
 - 3.7.5. If, after the entire Executive Committee as been elected, some of the rooms have not been allocated, officers who previously declared that they would live out will be given a second opportunity to live in, with priority following the priority list.
 - 3.7.6. The President of the Society and the Finance and Compliance Officer will not be included in this system as they are required to live in, and the relevant flats will always be reserved for them.
 - 3.7.7. The Senior Welfare officer will not be permitted an Exec room.
 - 3.7.8. The priority list for the Bailey rooms will be as follows:
 - 1) Vice-President,

- 2) Society Librarian,
 - 3) Facilities Manager,
 - 4) Postgraduate and Mature Students Committee Chair,
 - 5) Social Chair,
 - 6) Sports and Societies Chair,
 - 7) JCR Chair,
 - 8) Publicity and Relations Officer, and
 - 9) Outreach Chair.
- 3.7.9. The priority list for the Brooks room(s) will be as follows:
- 1) Postgraduate and Mature Students Committee Chair,
 - 2) Facilities Manager,
 - 3) Vice-President,
 - 4) Social Chair,
 - 5) JCR Chair,
 - 6) Sports and Societies Chair,
 - 7) Publicity and Relations Officer,
 - 8) Outreach Chair, and
 - 9) Society Librarian.
- 3.8. 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. If they are deemed to not be fulfilling their role adequately no discount will be received.

3.9. President of the Society

- 3.9.1. Elected via: Method I (Presidential), Meeting 2.1.
- 3.9.2. 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.
- 3.9.3. 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, and
 - 3) Perform other reasonable duties as required.
- 3.9.4. They shall live in Society accommodation on the Bailey
- 3.9.5. 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.
- 3.9.6. They shall receive a wage in line with the National Minimum Wage, as stipulated in the Presidential Contract of Service;

- 3.9.7. 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.
- 3.9.8. A copy of the Presidential Contract of Service shall be appended to this Order.

3.10. Vice-President

- 3.10.1. Elected via: Method I, Meeting 2.1.
- 3.10.2. Their duties shall be to:
 - 1) Act as secretary to the JCR, taking and publicising online agendas and minutes of all JCR Meetings, all husts for positions elected via Election Methods I (Presidential) and I, and all JCR Committees. They shall also accept motions for proposal at the said meetings,
 - 2) Email all JCR officers prior to meetings to remind them of their obligation to attend,
 - 3) Produce a JCR Freshers' Handbook on a schedule that allows it to be circulated prior to freshers' arrivals,
 - 4) Be available to perform any reasonable duties for and on behalf of the President of the Society where required, and
 - 5) Organise, order, advertise, and sell St Cuthbert's Society merchandise (stash) including that worn by Freshers' Week Reps and Open Day Reps.

3.11. Finance and Compliance Officer (FCO)

- 3.11.1. Elected via: Method I (Presidential), Meeting 2.1.
- 3.11.2. Their duties shall be to:
 - 1) Keep the JCR financial records, ensure their accuracy, integrity, and comprehensiveness, and present them to the JCR and other Society staff as necessary,
 - 2) Oversee the expenditure of all JCR funds and account for this expenditure to the JCR and Trustees (plus the College Advisory Board if required),
 - 3) Draw up a budget for the Financial Year which shall be presented to the JCR at the penultimate General Meeting of Easter Term as a financial motion for approval,
 - 4) 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) 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,

- 6) Work through the charity's records each year to ensure GDPR compliance,
 - 7) Look into sponsorship opportunities and viable investment opportunities for the charity reserves, and
 - 8) Perform other reasonable duties as required.
- 3.11.3. The FCO, with approval from Finance Committee, may delegate responsibility for the management of particular budgets or bank accounts to a specified member of Finance Committee.
- 3.11.4. They shall live in Society accommodation at Parson's Field.
- 3.11.5. The JCR will pay any Council Tax and rent the FCO is liable for as a result of living in Society accommodation.
- 3.11.6. They shall receive a wage in line with the National Minimum Wage, as stipulated in the FCO Contract of Service.
- 3.11.7. The FCO must sign the FCO Contract of Service which shall be counter-signed by the Trustees on the JCR's behalf.
- 3.11.8. A copy of the FCO Contract of Service shall be appended to this Order.

3.12. Society Librarian

- 3.12.1. Elected via: Method I, Meeting 2.3.
- 3.12.2. 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, and
 - 4) Ensure the funding of the Society Library through liaison with the relevant member(s) of Society staff.
- 3.12.3. For the duration of their term in office, the Society Librarian will be a Stock Manager.
- 3.12.4. They must have been listed on the Library Staff Rota for at least one term in order to be eligible to stand.

3.13. Senior Welfare Officer

- 3.13.1. Elected via: Method I, Meeting 2.2.
- 3.13.2. Their duties shall be to:
- 1) Be available during drop-in hours (minimum 4hrs per week in two out of three weeks) in appropriate locations, or via email, to all JCR members to act as a listening and signposting service,
 - 2) Supervise the activities of the Male Welfare Officer, Female Welfare Officer and Campaign Team Managers,
 - 3) Publicise S.U. welfare campaigns,

- 4) Supply sexual health and sanitary supplies to JCR members,
- 5) Attend relevant training events, including Nightline training and the Durham Students' Union provided Mental Health First Aid training,
- 6) Chair Welfare Committee and, if they choose, the Welfare Campaigns Committee,
- 7) Organise a rota for between them, the two Welfare Officers, Welfare Freps and Welfare Campaigns Managers, to provide appropriate support and signposting during Freshers' Week, represent the Society as a Freshers' Rep during Freshers' Week in a welfare capacity,
- 8) Attend supervision with Society Support Officer on a fortnightly basis in the academic year. This should take place twice weekly during the week before induction week, daily during induction week and twice the week following induction week,
- 9) Assist and support the Campaign Team Manager with organising campaigns, and
- 10) Collaborate with the minority representatives to arrange and run consent and inclusivity workshops during Freshers' Week.

3.13.3. This is not a counselling position.

3.14. Outreach Committee Chair

3.14.1. Elected via: Method I, Meeting 2.2.

3.14.2. Their duties shall be to:

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

3.15. Postgraduate and Mature Students' Chair

3.15.1. Elected via: Method I, Meeting 2.3.

3.15.2. Their duties shall be to:

- 1) Chair the Postgraduate and Mature Students' Committee,
- 2) When a member of the Postgraduate and Mature Students' Committee that should also sit on another committee is not elected, to arrange for a suitable substitute to attend that committee in their place,
- 3) Represent the St Cuthbert's Society Postgraduate and Mature Students' community to the JCR, SCR, College, SU, and more broadly within the university,
- 4) Be responsible for the organisation all Postgraduate and Mature Students' activities,

- 5) Represent St. Cuthbert's Society on MCR PresComm,
- 6) Organise the welcome of new postgraduate and mature students to St. Cuthbert's Society,
- 7) Organise the compilation and distribution of information relevant to new postgraduate and mature students at St. Cuthbert's Society, and
- 8) Organise events aimed at (but not necessarily limited to) postgraduate and mature students throughout the year (including 'holiday periods').

3.16. Sports and Societies Chair

3.16.1. Elected via: Method I, Meeting 2.2.

3.16.2. Their duties shall be to:

- 1) Assist and supervise JCR Clubs and Societies,
- 2) Organise the Freshers' Fair at the beginning of the Michaelmas term and the Refreshers' Fair at the beginning of Epiphany 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 and Societies Reporters,
- 6) Remind all club/society captains/presidents prior to each JCR General Meeting 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, and
- 7) Prepare a roundup of the activities of Cuth's sports and societies, to present at each general meeting of the JCR.

3.17. Social Committee Chair

3.17.1. Elected via: Method I, Meeting 2.2.

3.17.2. 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, and
- 7) Liaise with the Senior Freshers' Week Representative with regards to social events during Freshers' Week and Open Days.

3.18. Publicity and Relations Officer

3.18.1. Elected via: Method I, Meeting 2.2.

3.18.2. Their duties shall be to:

- 1) Ensure the views and concerns of Livers Out are represented to the Executive Committee,
- 2) Produce a Livers Out Handbook,
- 3) Liaise with the SU Officers,
- 4) Maintain Cuth's Housing Network or equivalent to support Cuth's students in finding housemates,
- 5) Represent the JCR to the SU at all meetings they are invited to attend,
- 6) Maintain Cuth's Housing Network or equivalent to support Cuth's students in finding housemates,
- 7) Report SU policy, initiatives and activities to the JCR,
- 8) Organise and supervise the Students' Union Committee,
- 9) Oversee the Webmaster, and maintain the website when there is no Webmaster in office, and
- 10) Write and distribute the weekly newsletter.

3.19. JCR Chair

3.19.1. Elected via: Method I, Meeting 2.2.

3.19.2. Their duties shall be:

- 1) Call, advertise, and chair all General, Extraordinary, Constitutional, and Governance Committee Meetings,
- 2) Be available to advise JCR Members on matters concerning the Constitution, Standing Orders, Policy Documents, and the day-to-day running of the JCR,
- 3) To keep the Standing Orders updated and well maintained and to ensure that the most recent version is easily available to all JCR members, and
- 4) To keep a record of resolutions adopted in general meetings of the JCR updated and well maintained.

3.19.3. The JCR Chair may not propose or second any motions except in the following circumstances:

- 1) To update the standing orders to reflect motions that were previously passed but not included in a working version. In this situation they may not propose any new ideas, and

- 2) To make a change to the standing orders following a request from the Executive Committee. Such a motion must fully represent the discussion by the Exec which led to the request and should contain nothing that wasn't requested.

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

3.20. Facilities Manager

3.20.1. Elected via: Method I, Meeting 2.2.

3.20.2. Their duties shall be to:

- 1) Oversee the following facilities managers: Gym Manager, Green Machine Manager, and Music 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 Representative and represent their views to the JCR Executive Committee and college staff when required, and
- 5) Assist in hires where appropriate and necessary, such as filling out paperwork and writing invoices.

4. Governance Committee

4.1. There shall exist a Governance Committee (GovComm) whose purpose and responsibilities shall be to:

- 1) Interpret the JCR's governing documents,
- 2) Investigate complaints against the JCR,
- 3) Ensure that all JCR Standing Orders are followed for motions and elections, and
- 4) Provide support and advice to the JCR Chair and SRO in matters pertaining to motions and elections.

4.1.1. It shall be called by the JCR Chair.

4.1.2. It shall be chaired by the JCR Chair and minuted by the Vice-President.

4.1.3. It shall meet at least thrice termly; within the week prior to every General Meeting.

4.1.4. It shall consist of:

- 1) JCR Chair,
- 2) Senior Returning Officer (SRO),
- 3) President of the Society,
- 4) Vice-President,
- 5) Stool, and
- 6) 3x Junior Returning Officer (JRO).

- 4.1.5. Members of Governance Committee must now 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 member of any campaign team of any election.

4.2. Senior Returning Officer (SRO)

- 4.2.1. Elected via: Method I, Meeting 2.3.

- 4.2.2. Their duties shall be:

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

- 4.2.3. 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 (JRO)

- 4.3.1. Elected via: Method II, Meeting 1.1.

- 4.3.2. Their duties shall be:

- 1) To assist the Senior Returning Officer with the running of elections,
- 2) To oversee the Senior Returning Officer's counting of votes,
- 3) To advertise upcoming elections through putting up posters and posting on social media pages, and
- 4) To take over the duties of the Senior Returning Officer should they step down from their position.

- 4.3.3. The overseer for this role if this becomes a Method III Application position shall be the SRO.

4.4. Stool

- 4.4.1. Elected via: Method II, Meeting 1.1.

- 4.4.2. Their duties shall be to:

- 1) Assist the JCR Chair in any of their duties,
- 2) Ensure only JCR Members attend JCR Meetings,
- 3) Keep a board of statistics during each JCR Meeting, and

- 4) Chair any General, Extraordinary, Constitutional or Governance Committee meetings in the absence of the JCR Chair.

4.4.3. The overseer for this role if this becomes a Method III Application position shall be the JCR Chair.

5. Finance Committee

5.1. There shall exist a Finance Committee (FiComm) whose purpose and responsibilities shall be to:

- 1) Keep all JCR accounts, and
- 2) Oversee the reimbursement of JCR Members, sports and societies, as well as any payments due to the JCR by said parties.

5.1.1. It shall be called by the FCO.

5.1.2. It shall be chaired by the FCO and minuted by the Vice-President.

5.1.3. It shall meet at least twice a term,

5.1.4. It shall consist of:

- 1) FCO,
- 2) President of the Society,
- 3) Vice President, and
- 4) 4x Finance Committee Member.

5.1.5. The Finance Committee shall have the power to approve any expenditure, recommended by the Executive Committee, up to the value of £500.

5.1.6. The Finance Committee shall meet prior to any JCR Meeting, at which a motion is likely to have an effect on JCR finances or financial procedures, to assess the financial viability of said motion.

5.1.7. The Finance Committee shall have the power of veto in connection with any such motion.

5.1.8. If the Finance Committee decides not to veto a motion its opinion, which shall be announced by the FCO at the JCR Meeting, is to be regarded as advisory.

5.1.9. Finance Committee will assist the FCO in drawing up the budget for the financial year:

5.1.9.1. The budget must be realistic, show a positive closing balance and income and expenditure should be broken down into major headings.

5.1.9.2. When writing the budget the FCO shall use a priority based system, deviating from the principles as little as possible, and breaking lower priority items when needed.

5.1.9.3. The FCO should inform members of the JCR of the principles they intend to break, with reasons, at the JCR Meeting before

- that at which the budget is presented. Members of the JCR are given the chance to amend this list, to the effect that other principles should be broken instead. After voting on amendments, the list must be passed by the meeting.
- 5.1.9.4. Budgets should be submitted to the FCO for each event held by the JCR well in advance and should be realistic.
 - 5.1.9.5. Individual Clubs and Societies shall request a budget by submitting a Budget Request Form to the FCO before the JCR Meeting.
 - 5.1.9.6. 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.
 - 5.1.9.7. 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.
 - 5.1.9.8. Any budget (excluding those submitted by new clubs or societies) not submitted at the budget meeting cannot be amended by more than 50% of the difference between the original submission and Finance Committee's recommendation.
 - 5.1.9.8.1. For example, Society X asks the JCR for £2000. Finance Committee recommends £1500 is to be given. Therefore the difference between the original request and the recommendation is £500, 50% of which is £250. Therefore the budget cannot be amended higher than $£1500+£250 = £1750$.
 - 5.1.9.9. Any budget (excluding those submitted by new club or societies) not submitted at the budget meeting cannot be amended to increase by more than £1000 above the Finance Committee recommendation.
 - 5.1.10. Finance Committee will assist the FCO in drawing up the budget for the calendar year:
 - 5.1.10.1. The budget must be realistic, show a positive closing balance and income and expenditure should be broken down into major headings.
 - 5.1.10.2. 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.
 - 5.1.11. Finance Committee should satisfy themselves of the accuracy of all financial records in order to provide oversight of the FCO.

5.2. Finance Committee Member

- 5.2.1. Elected via: Method II, Meeting 1.2.
- 5.2.2. Their duties shall be to:
 - 1) Attend Finance Committee meetings,
 - 2) Assist the FCO with decisions relating to the JCR budget,
 - 3) Assist the FCO in ensuring all reclaim receipts have been received, and
 - 4) Audit JCR accounts to check for numerical accuracy and validity.
- 5.2.3. Finance Committee Members shall have no pre-assigned roles, but may be allocated roles as the FCO sees fit.
- 5.2.4. The overseer for this role if this becomes a Method III Application position shall be the FCO.

6. Welfare Committee

- 6.1. There shall exist a Welfare Committee whose duties shall be to ensure the smooth running of the JCR welfare support structure.
 - 6.1.1. It shall be called by the Senior Welfare Officer.
 - 6.1.2. It shall be chaired by the Senior Welfare Officer and minuted by the Vice-President.
 - 6.1.3. It shall meet a minimum of every three weeks, or more regularly if the Senior Welfare Officer deems that an event has or could affect the welfare of a significant number of JCR Members.
 - 6.1.4. It shall consist of:
 - 1) Senior Welfare Officer,
 - 2) Female Welfare Officer,
 - 3) Male Welfare Officer,
 - 4) President of the Society,
 - 5) Vice-President,
 - 6) Students with Disabilities (SwD) Representative (Ex-Officio),
 - 7) LGBT+ Representative (Ex-Officio),
 - 8) Ethnic Minorities (EM) Representative (Ex-Officio),
 - 9) Working Class Students' (WCS) Representative (Ex-Officio),
 - 10) International Representative (Ex-Officio), and
 - 11) Any other JCR officer as deemed necessary in relation to the event.
 - 6.1.5. Minutes of the Welfare Committee shall be considered Reserve Business and not published due to the personal nature of the business discussed.
 - 6.1.6. The Senior Welfare Officer may invite a representative of Student Support from the Society at their discretion.

6.2. Welfare Officer x2 (one Male, one Female)

6.2.1. Elected via: Method I, Meeting 2.3.

6.2.2. Their duties shall be to:

- 1) Be available during drop-in hours (minimum 4 hours per week in two out of three weeks each) in appropriate locations, or via email, to all JCR members to act as a listening and signposting service,
- 2) Publicise SU welfare campaigns,
- 3) Supply sexual health and sanitary supplies to JCR members,
- 4) Attend Welfare Committee and the Welfare Campaigns Committee meetings,
- 5) Attend relevant training events, including Nightline training and the Durham Students' Union provided Mental Health First Aid training,
- 6) Be available during induction week to provide support during events and to signpost appropriately and represent the Society as a Freshers' Week Rep in a welfare capacity,
- 7) Oversee campaign content and the running of these campaigns,
- 8) Attend supervision with Society Support Officer on a fortnightly basis in the academic year. This should take place twice weekly during the week before induction week, daily during induction week and twice the week following induction week.

6.2.3. This is not a counselling position.

7. Welfare Campaigns Committee

7.1. There shall exist a Welfare Campaigns Committee whose duties shall be to ensure the dissemination of general information regarding campaigns and welfare-related issues.

7.1.1. It shall be called by the Senior Welfare Officer or the Campaigns Team Managers.

7.1.2. It shall be chaired by the Campaigns Team Managers unless stipulated otherwise by the Senior Welfare Officer and minuted by the Vice-President.

7.1.3. It shall meet at least termly to plan, organise and set about campaigns.

7.1.4. It shall consist of:

- 1) Senior Welfare Officer,
- 2) Female Welfare Officer,
- 3) Male Welfare Officer,
- 4) President of the Society,
- 5) Vice-President,

- 6) Welfare Campaigns Team Manager,
 - 7) Students with Disabilities (SwD) Representative (Ex-Officio),
 - 8) Working Class Students' (WCS) Representative (Ex-Officio),
 - 9) LGBT+ Representative (Ex-Officio),
 - 10) Ethnic Minorities (EM) Representative (Ex-Officio),
 - 11) Year Abroad and Placement Representative (Ex-Officio),
 - 12) Local Students' Representative (Ex-Officio), and
 - 13) Postgraduate Welfare Representative.
- 7.1.4.1. Up to 7 Campaigns Team Members will also be invited to attend.
- 7.1.4.2. The Minority Representatives (SwD Reps, LGBT+ Reps, EM Reps, WCS Reps) shall ensure campaigns are inclusive.

7.2. Campaigns Team Manager

- 7.2.1. Elected via: Method 1, Meeting 3.1.
- 7.2.2. Their duties shall be to:
- 1) Chair meetings of the Welfare Campaigns Team, unless Senior Welfare wishes to chair,
 - 2) Contribute ideas towards and manage campaigns,
 - 3) Produce welfare campaign materials,
 - 4) Attend and run campaign events, and
 - 5) Provide a handover to the incoming Campaign Team Managers.

7.3. Campaigns Team Member

- 7.3.1. Elected via: Method III.
- 7.3.2. Their duties shall be to:
- 1) Attend meetings of the Welfare Campaigns Team,
 - 2) Contribute ideas towards campaigns,
 - 3) Produce welfare campaign materials, and
 - 4) Attend campaign events.
- 7.3.3. Their overseers shall be the Senior Welfare Officer, Male Welfare Officer, and Female Welfare Officer.

8. Communities Committee

- 8.1. There shall exist a Communities Committee whose purpose and responsibilities shall be to:
- 1) Organise campaigns and events which provide a community for people who are members of minority groups,
 - 2) Organise campaigns and events which educate JCR members on issues related to minority groups,

- 3) Ensure that members of minority groups have their voices heard in all relevant discussions, groups and undertakings in the JCR,
 - 4) Facilitate discussion and collaboration between the minority Representatives, and
 - 5) Discuss the agenda of JCR Executive Committee meetings and advise the nominated delegate to the Executive Committee of any concerns raised by members of minority groups that need to be brought forward to other groups, including but not limited to the Executive Committee and SU Committee.
- 8.1.1. It shall normally be called and chaired by the Communities Chair.
- 8.1.1.1. The President of the Society should call and chair a meeting of the Communities Committee in order to elect the Communities Chair, at least two weeks prior to the commencement of Freshers' Week.
 - 8.1.1.2. Nominations for the Communities Chair shall be conducted on an ad hoc basis in the meeting itself.
 - 8.1.1.3. The President of the Society shall allow candidates the opportunity to ask and take questions, prior to conducting a secret ballot.
- 8.1.2. It shall be minuted by the Vice-President.
- 8.1.3. It shall meet a minimum of twice per term.
- 8.1.4. It shall meet before each meeting of SU committee, unless unanimous agreement is reached among the committee that such a meeting is not necessary, so that any relevant issues which need to be brought forward can be discussed.
- 8.1.5. It shall consist of:
- 1) President of the Society,
 - 2) Vice-President,
 - 3) Students with Disabilities (SwD) Representative,
 - 4) Working Class Students' (WCS) Representative,
 - 5) LGBT+ Representative
 - 6) Ethnic Minorities (EM) Representative,
 - 7) International Representative,
 - 8) Assistant Students with Disabilities Representative,
 - 9) Assistant Working Class Students' Representative,
 - 10) Assistant LGBT+ Representative,
 - 11) Transgender and Non-Binary Representative,
 - 12) Assistant Ethnic Minorities Representative,
 - 13) Assistant International Representative, and
 - 14) Local Students' Representative.

- 8.1.6. All positions elected by Method I on this committee, excluding the President of the Society and Vice-President, shall be elected by caucus voting procedure.

8.2. Communities Chair

- 8.2.1. Elected by the membership of the Communities Committee.
- 8.2.2. Their duties shall be to:
- 1) Chair the Communities Committee.
- 8.2.3. Any member of the Communities Committee elected prior to the meeting held to elect the Communities Chair shall be eligible to run for the position.

8.3. Students with Disabilities (SwD) Representative

- 8.3.1. Elected via: Method I, Meeting 3.1.
- 8.3.2. Their duties shall be to:
- 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, JCR meetings, communities committee meetings and with the Executive Committee as necessary 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) Provide support to the Welfare team as requested,
 - 6) Undertake Nightline training ahead of Induction Week. They should have the opportunity to represent the college either as a Welfare Freshers' Rep or a Freshers' Rep should they choose to. They must be available to help the welfare team on required evenings during Freshers' Week even should they not choose to be a Freshers' Rep,
 - 7) Provide a handover to the incoming Students with Disabilities Representative,
 - 8) Liaise with the Durham University Disability Support as well as the SwDA (Students with Disabilities Association) with the SU when necessary and attend any relevant training by the SwDA,
 - 9) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to all JCR members who

identify as having a mental or physical disability to act as a listening and signposting service, and

- 10) Attend relevant training events, including Nightline training, Active Bystander training, and Confidentiality and Disclosure training.

8.3.3. This is not a counselling position.

8.4. Working Class Students'(WCS) Representative

8.4.1. Elected via: Method I, Meeting 3.1.

8.4.2. Their duties shall be to:

- 1) Represent the views of JCR Members who are working class,
- 2) Help to provide access to welfare and support to those students who may require it,
- 3) Campaign and raise awareness of issues that may affect JCR members who identify as working class, and raise said issues in welfare committee meetings, JCR meetings, communities committee meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
- 4) Provide support to the Welfare team as requested,
- 5) Raise awareness for issues that may affect working class students, especially in JCR meetings, as well as promoting initiatives to make Cuth's more financially accessible,
- 6) Liaise with the Durham Working Class Students Association when necessary, and
- 7) Help to provide safe spaces for JCR members who identify as working class.
- 8) Provide a handover to the incoming Working Class Students' Representative,
- 9) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to all JCR members who identify as being working class to act as a listening and signposting service, and
- 10) Attend relevant training events, including Nightline training, Active Bystander training, and Confidentiality and Disclosure training.

8.4.3. This is not a counselling position.

8.5. LGBT+ Representative

8.5.1. Elected via: Method I, Meeting 3.1

8.5.2. Their duties shall be to:

- 1) Represent the views of JCR members who identify as LGBT+,

- 2) Help 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 welfare committee meetings, JCR meetings, communities committee meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
- 4) Provide support to the Welfare team as requested,
- 5) Undertake Nightline training ahead of Induction Week. They should have the opportunity to represent the college either as a Welfare Freshers' Rep or a Freshers' Rep should they choose to. They must be available to help the welfare team on required evenings during Freshers' Week even should they not choose to be a Freshers' Rep,
- 6) Provide a handover to the incoming LGBT+ Representative,
- 7) Liaise with the Durham University LGBT+ Association when necessary and attend any relevant training by the DSU LGBT+ Association,
- 8) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to all JCR members who identify as being LGBT+ to act as a listening and signposting service, and
- 9) Attend relevant training events, including Nightline training, Active Bystander training, and Confidentiality and Disclosure training.

8.5.3. This is not a counselling position.

8.6. Ethnic Minorities (EM) Representative

8.6.1. Elected via: Method I, Meeting 3.1.

8.6.2. Their duties shall be to:

- 1) Represent the views of JCR members who are ethnic minorities,
- 2) Help provide safe spaces for JCR members who are ethnic minorities,
- 3) Campaign and raise awareness of issues that may affect JCR members who are ethnic minorities, and raise said issues in welfare committee meetings JCR meetings, communities committee meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
- 4) Provide support to the Welfare team as requested,

- 5) Undertake Nightline training ahead of Induction Week. They should have the opportunity to represent the college either as a Welfare Freshers' Rep or a Freshers' Rep should they choose to. They must be available to help the welfare team on required evenings during Freshers' Week even should they not choose to be a Freshers' Rep,
- 6) Provide a handover to the incoming Ethnic Minorities Representative,
- 7) Liaise with the Durham People of Colour (PoC) Association when necessary and attend any relevant training by the DSU PoC Association,
- 8) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to all JCR members who identify as being an ethnic minority to act as a listening and signposting service, and
- 9) Attend relevant training events, including Nightline training, Active Bystander training, and Confidentiality and Disclosure training.

8.6.3. This is not a counselling position.

8.7. International Representative

8.7.1. Elected via: Method I, Meeting 3.1.

8.7.2. Their duties shall be to:

- 1) Represent the views and concerns of international students
- 2) Liaise with the International Office,
- 3) Help to provide access to welfare and support to those students who may require it,
- 4) Provide support to the Welfare team as requested,
- 5) Provide a handover to the incoming International Students' Representative,
- 6) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to all international JCR members to act as a listening and signposting service, and
- 7) Attend relevant training events, including Nightline training, Active Bystander training, and Confidentiality and Disclosure training.
- 8) Organise the welcome of international students to St. Cuthbert's Society,
- 9) Organise the compilation and distribution of information relevant to new international students at St. Cuthbert's Society,
- 10) Liaise with Durham International Students' Association when necessary

- 11) Undertake Nightline training ahead of Induction Week. They should have the opportunity to represent the college either as a Welfare Freshers' Rep or a Freshers' Rep should they choose to. They must be available to help the welfare team on required evenings during Freshers' Week even should they not choose to be a Freshers' Rep,
- 12) Campaign and raise awareness of issues that may affect international JCR members, and raise said issues in welfare committee meetings, JCR meetings, communities committee meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
- 13) Organise events aimed at (but not necessarily limited to) international students throughout the year (including 'holiday periods'), and
- 14) Chair International Committee.

8.8. Assistant Students with Disabilities Representative

8.8.1. Elected via: Method II, Meeting 1.2.

8.8.2. Their duties shall be to:

- 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 Communities committee meetings, Welfare Committee meetings, JCR meetings and with the Executive Committee as necessary 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) with the SU when necessary and attend any relevant training by the SwDA,
- 6) Provide a handover to the incoming Assistant Students with Disabilities Rep.

8.8.3. The overseer for this role if this becomes a Method III Application position shall be the Communities Chair.

8.9. Assistant Working Class Students' Representative

8.9.1. Elected via: Method II, Meeting 1.2.

- 8.9.2. Their duties shall be to:
- 1) Represent the views of JCR members who self-identify as working class,
 - 2) Help provide safe spaces for JCR members self-identify as working class,
 - 3) Campaign and raise awareness of issues that may affect JCR members who self-identify as working class, and raise said issues during Communities committee meetings, Welfare Committee meetings, JCR meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
 - 4) Liaise with the Durham Working Class Students Association when necessary and attend any relevant training by the DSU WCS Association, and
 - 5) Provide a handover to the incoming Assistant Working Class Students Representative.
- 8.9.3. The overseer for this role if this becomes a Method III Application position shall be the Communities Chair.

8.10. Assistant LGBT+ Representative

- 8.10.1. Elected via: Method II, Meeting 1.2.
- 8.10.2. Their duties shall be to:
- 1) Represent the views of JCR members who identify as LGBT+,
 - 2) Help 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 during Communities committee meetings, Welfare Committee meetings, JCR meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
 - 4) Liaise with the Durham University LGBT+ Association when necessary and attend any relevant training by the DSU LGBT+ association, and
 - 5) Provide a handover to the incoming Assistant LGBT+ Representative.
- 8.10.3. The overseer for this role if this becomes a Method III Application position shall be the Communities Chair.

8.11. Transgender and Non-Binary Representative

- 8.11.1. Elected via: Method II, Meeting 1.2.
- 8.11.2. Their duties shall be to:

- 1) Represent the views of JCR members who identify as Transgender and Non-Binary,
 - 2) Help provide safe spaces for JCR members who identify as Transgender and Non-Binary,
 - 3) Campaign and raise awareness of issues that may affect JCR members who identify as Transgender and Non-Binary, and raise said issues during Communities committee meetings, Welfare Committee meetings, JCR meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
 - 4) Liaise with the Durham University Trans association when necessary and attend any relevant training by the DSU Trans association, and
 - 5) Provide a handover to the incoming Transgender and Non-Binary Students Representative.
- 8.11.3. The overseer for this role if this becomes a Method III Application position shall be the Communities Chair.

8.12. Assistant Ethnic Minorities Representative

- 8.13. Elected via: Method II, Meeting 1.2.
- 8.14. Their duties shall be to:
- 1) Represent the views of JCR members who identify as Transgender and Non-Binary,
 - 2) Help provide safe spaces for JCR members who identify as Transgender and Non-Binary,
 - 3) Campaign and raise awareness of issues that may affect JCR members who identify as Transgender and Non-Binary, and raise said issues during Communities committee meetings, Welfare Committee meetings, JCR meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
 - 4) Liaise with the Durham University Trans association when necessary and attend any relevant training by the DSU Trans association, and
 - 5) Provide a handover to the incoming Transgender and Non-Binary Students Representative.
- 8.15. The overseer for this role if this becomes a Method III Application position shall be the Communities Chair.

8.16. Assistant International Representative

- 8.16.1. Elected via: Method II, Meeting 3.1.
- 8.16.2. Their duties shall be to:

- 1) Represent the views of JCR members who are international students,
 - 2) Help provide safe spaces and a community for JCR members who are international students,
 - 3) Assist with the effective operation of the International Committee,
 - 4) Campaign and raise awareness of issues that may affect international JCR members, and raise said issues during Communities committee meetings, Welfare Committee meetings, JCR meetings and with the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events,
 - 5) Liaise with the Durham International Students Association when necessary and attend any relevant training by this Association, and
 - 6) Provide a handover to the incoming Assistant International Students Representative.
- 8.16.3. The overseer for this role if this becomes a Method III Application position shall be the Communities Chair.

8.17. Local Students' Representative

- 8.17.1. Elected via: Method II, Meeting 3.1.
- 8.17.2. Their duties shall be to:
- 1) Represent the views and concerns of local students to the JCR, and
 - 2) Sit ex-officio on SU Committee and Welfare Campaigns Committee.

9. Outreach Committee

- 9.1. There shall exist an Outreach Committee whose purpose and responsibilities shall be to:
- 1) Oversee volunteering, organising fundraising and charity opportunities both alongside DUCK, and independently within the Society,
 - 2) Promote and encourage involvement in DUCK and SCA opportunities,
 - 3) Plan and execute events throughout the academic year, and
 - 4) Fundraise for and showcase local charitable organisations.
- 9.1.1. It shall be called by the Outreach Chair.

9.1.2. It shall be chaired by the Outreach Chair and minuted by the Vice-President.

9.1.3. It shall meet at least twice termly.

9.1.4. It shall consist of:

- 1) Outreach Chair,
- 2) President of the Society,
- 3) Vice-President,
- 4) DUCK Representative,
- 5) DUCK Liaison Officer,
- 6) Publicity Officer,
- 7) Events Manager,
- 8) Project Coordinator, and
- 9) 4 x Outreach Committee Members

9.2. DUCK Representative

9.2.1. Elected via: Method I, Meeting 1.1.

9.2.2. Their duties shall be to:

- 1) Liaise with the DUCK Colleges Officer about charity events within college,
- 2) Attend regular meetings with other college DUCK Reps, and
- 3) Feedback to Outreach Committee about university-wide fundraising events.

9.3. DUCK Liaison Officer

9.3.1. Elected externally by DUCK through their own selection process.

9.3.2. Their duties shall be to:

- 1) Post on the JCR Freshers' pages to advertise central university DUCK events in order to increase participation in these events, and
- 2) Attend meetings with DUCK liaison officers from other colleges.

9.4. Publicity Officer

9.4.1. Elected via: Method III.

9.4.2. Their duties shall be to:

- 1) Aid the Outreach Chair with a focus on advertising volunteering opportunities and college fundraising and charity events, and
- 2) Keep the Outreach Committee Facebook page up to date.

9.4.3. The overseer for this position shall be the Outreach Chair.

9.5. Events Manager

9.5.1. Elected via: Method III.

9.5.2. Their duties shall be to:

- 1) Aid the Outreach Chair with a focus on organising and planning fundraising and charity events within college, and
- 2) Aid the planning and execution of fundraising events.

9.5.3. The overseer for this position shall be the Outreach Chair.

9.6. Project Coordinator

9.6.1. Elected via: Method III.

9.6.2. 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, and
- 2) Work towards the creation of new volunteering projects within college, i.e. investigating the logistics of ideas presented in Outreach Meetings.

9.6.3. The overseer for this position shall be the Outreach Chair.

9.7. Outreach Committee Member

9.7.1. Elected via: Method III.

9.7.2. Their duties shall be to:

- 1) Attend meeting of Outreach Committee and offer ideas and suggestions relating to projects, events, and publicity,
- 2) Aid the Outreach Chair in any reasonable duties benefitting Outreach Committee, and
- 3) Assist with the preparation, organisation, and clear-up of outreach events as requested by the Outreach Chair.

9.7.3. The overseer for this position shall be the Outreach Chair. It is at the discretion of the Outreach Chair as to whether all 4 of these positions shall be filled.

10. Postgraduate and Mature Students' Committee

10.1. 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.

10.1.1. It shall be called by the Postgraduate and Mature Students' Committee Chair.

10.1.2. It shall be minuted by the Vice-President.

10.1.3. It shall meet at least twice per term, unless unanimous agreement is reached by the committee that a meeting is not necessary.

10.1.4. It shall consist of:

- 1) Postgraduate and Mature Students' Committee Chair,
- 2) President of the Society,

- 3) Vice-President,
- 4) Postgraduate and Mature Students' Vice-President,
- 5) Postgraduate and Mature Students' Treasurer,
- 6) Postgraduate and Mature Students' Social Secretary,
- 7) Postgraduate and Mature Students' Academic Representative,
- 8) Mature Students' Representative,
- 9) Postgraduate Representative,
- 10) Postgraduate and Mature Students' International Representative,
- 11) Fourth Year Representative, and
- 12) Postgraduate Welfare Representative.

- 10.1.5. In addition, up to one person from the Postgraduate and Mature Students' Vice-President, Postgraduate and Mature Students' Treasurer, Mature Students' Representative, Postgraduate Representative or Postgraduate and Mature Students' International Representative may be nominated by the committee as an additional Social Secretary and up to one person from the same group may be nominated by the committee as additional Academic Representative, who will have all the powers, duties and responsibilities of the person elected to that role.
- 10.1.6. One elected member of the committee will also be nominated by the committee as the Postgraduate and Mature Students' Students' Union representative.
- 10.1.7. Only people who are postgraduates or mature students, as defined by the University, may be elected to any position on this committee defined below.

10.2. Postgraduate and Mature Students' Vice-President

- 10.2.1. Elected via: Method II, Meeting 3.1.
- 10.2.2. Their duties shall be to:
- 1) Assist the Postgraduate and Mature Students' Committee Chair on all matters,
 - 2) Represent the Postgraduate and Mature Students' Committee Chair at any meetings for which they're unavailable, and
 - 3) Provide oversight of all other members of the committee.
- 10.2.3. The overseer for this role if this becomes a Method III Application position shall be the Postgraduate and Mature Students' Committee Chair.

10.3. Postgraduate and Mature Students' Treasurer

- 10.3.1. Elected via: Method II, Meeting 3.1.
- 10.3.2. Their duties shall be to:
- 1) Be responsible for the keeping of accurate financial records,

- 2) Maintain an up-to-date list of all current PG and Mature members of the JCR, and
 - 3) Liaise with the JCR FCO to set a budget for this committee's activities and to ensure that it is spent responsibly by the committee
- 10.3.3. The overseer for this role if this becomes a Method III Application position shall be the Postgraduate and Mature Students' Committee Chair.

10.4. Postgraduate and Mature Students' Social Secretary

- 10.4.1. Elected via: Method III.
- 10.4.2. Their duties shall be to:
- 1) Ensure a full social calendar, liaising where appropriate with college and JCR officers,
 - 2) Assist with the planning of the annual Inter-MCR formal,
 - 3) Ensure that details of upcoming events are circulated by email, added to Facebook, and featured on the web page in a timely fashion,
 - 4) Liaise with the JCR Bar Steward to ensure that adequate provision is made for the inclusion of the Postgraduate and Mature Student community,
 - 5) Inform the Postgraduate and Mature Student community of, and organise participation in, University-wide postgraduate and mature students' social events,
 - 6) Ensure that external events of potential interest to the Postgraduate and Mature Students community, including those organised by the college, JCR, and SCR, are adequately communicated, and
 - 7) Represent the views of this Committee to and sit on Social Committee.
- 10.4.3. The overseer for this role shall be the Postgraduate and Mature Students' Committee Chair.

10.5. Postgraduate and Mature Students' Academic Representative

- 10.5.1. Elected via: Method III.
- 10.5.2. Their duties shall be to:
- 1) Plan and organise Research Fora,
 - 2) Liaise with the JCR and SCR to organise joint academic events of common interest,
 - 3) Liaise with the Society Librarian to ensure that adequate provision is made for the Postgraduate and Mature Students community,
 - 4) Liaise with counterparts at St. Chad's and St. John's Colleges to plan and organise, annually if possible, the South Bailey Research Forum, and
 - 5) Ensure that external academic events of potential interest to the Postgraduate and Mature Students community are adequately advertised.

- 10.5.3. The overseer for this role shall be the Postgraduate and Mature Students' Committee Chair.

10.6. Mature Students' Representative

- 10.6.1. Elected via: Method II, Meeting 1.1.
- 10.6.2. Their duties shall be to:
- 1) Represent the views of Mature Students to the committee,
 - 2) Ensure that adequate provision is made for Mature Students in all events run by the committee, and
 - 3) Organise events aimed at involving more Mature Students in JCR and college life.
- 10.6.3. The overseer for this role if this becomes a Method III Application position shall be the Postgraduate and Mature Students' Committee Chair.

10.7. Postgraduate Representative

- 10.7.1. Elected via: Method II, Meeting 1.1.
- 10.7.2. Their duties shall be to:
- 1) Represent the views of Postgraduates to the committee, and
 - 2) Ensure that adequate provision is made for Postgraduates in all events run by the committee.
- 10.7.3. The overseer for this role if this becomes a Method III Application position shall be the Postgraduate and Mature Students' Committee Chair.

10.8. Postgraduate and Mature Students' International Representative

- 10.8.1. Elected via: Method III.
- 10.8.2. Their duties shall be to:
- 1) Represent the views of International Postgraduates to the committee,
 - 2) Ensure that all events run by the committee are inclusive to International Students, and
 - 3) Represent the views of this committee to and sit on International Committee.
- 10.8.3. The overseer for this role shall be the Postgraduate and Mature Students' Committee Chair.

10.9. Postgraduate and Mature Students' Students' Union Representative

- 10.9.1. Unelected; see 8.1.7.
- 10.9.2. Their duties shall be to:
- 1) Represent the views of this committee to and sit on SU Committee.

10.10. Fourth Year Representative

10.10.1. Elected via: Method II, Meeting 1.2.

10.10.2. Their duties shall be to:

- 1) Represent the views of Fourth Year students to the committee, and
- 2) Ensure that Fourth Year students are welcome and informed about events run by the committee.

10.11. Postgraduate Welfare Representative

10.11.1. Elected via: Method II, Meeting 1.2.

10.11.2. Their duties shall be to:

- 1) Provide information relating how to access to welfare and support to those postgraduate students who may require it,
- 2) Raise issues relating to postgraduates during Welfare Campaign Team meetings,
- 3) Campaign and raise awareness for welfare issues that may affect postgraduate students, and
- 4) Raise any relevant welfare concerns and issues during meetings of the Postgraduate and Mature Students' Committee.

11. Facilities Committee

11.1. There shall exist a Facilities Committee who shall have responsibility for the upkeep of all JCR owned facilities (the gym and the music 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.

11.1.1. There shall be a termly meeting of the Facilities Committee, with the date to be decided by the Facilities Manager.

11.1.2. If a meeting is required, it shall be called and chaired by the Facilities Manager. It shall be minuted by the Vice-President.

11.1.3. It shall consist of:

- 1) Facilities Manager,
- 2) President of the Society,
- 3) Vice-President,
- 4) Gym Manager,
- 5) The Music Representative,
- 6) Green Machine Manager,
- 7) 3 x Green Machine Technicians, and
- 8) Environment Representative (Ex-Officio).

11.2. Gym Manager

11.2.1. Elected via: Method III

11.2.2. Their duties shall be to:

- 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, and
- 4) Report any faulty or missing pieces of equipment to the Facilities Manager.

11.2.3. The overseer for this role shall be the Facilities Manager.

11.3. Green Machine and Hires Manager

11.3.1. Elected via: Method II, Meeting 3.1.

11.3.2. 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,
- 7) Assume responsibility for all hires (external and internal) related to tech in the green machine, including speakers, the projector and stand, and silent disco equipment,
- 8) Maintain an inventory of all equipment belonging to the green machine, reporting changes and missing kit where necessary, and
- 9) Interview and manage application process for Green Machine Technicians.

11.3.3. They shall be provided with a key to the music room facility and to the Green Machine cupboard for the duration of their term in office.

- 11.3.4. The overseer for this role if this becomes an application position shall be the Facilities Manager.
- 11.3.5. They may, at the discretion of the President and the Facilities Manager, receive up to 40% discounts on ticket prices for significant 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.

11.4. Green Machine Technician

- 11.4.1. Elected via: Method III.
- 11.4.2. Their duties shall be to:
 - 1) Work with the Green Machine manager to setup internal events at Cuth's when using Green Machine equipment,
 - 2) Assist with the counting and checking of silent disco equipment before and after it has been loaned out, and
 - 3) Take over the duties of the Green Machine Manager should they be absent or unavailable.
- 11.4.3. The overseer for this role shall be the Facilities Manager.
- 11.4.4. They may, at the discretion of the President and the Facilities Manager, receive up to 40% discounts on ticket prices for significant 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.

12. Social Committee

- 12.1. There shall exist a Social Committee who shall have responsibility for the organisation, advertisement, 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.

- 12.1.1. It shall consist of:
 - 1) Social Committee Chair,
 - 2) President of the Society
 - 3) Vice-President,
 - 4) 9 x General Social Committee Member,
 - 5) Michaelmas Ball Manager,
 - 6) Summer Ball Manager,
 - 7) Feast Manager,
 - 8) Cuth's Day Manager, and
 - 9) Formals Manager.
- 12.1.2. Members of Social 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 Social

Committee role adequately, and are involved in the setting up, organising or clearing up of the event.

- 12.1.3. The ticket prices of Michaelmas Ball, The Feast of St Cuthbert, Summer Ball, and Cuth's Day shall include an additional £1 donation to charity. The charity that receives this donation shall be determined through a vote within the JCR. This shall be overseen by Social Committee and Outreach Committee.

12.2. General Social Committee Member

12.2.1. Elected via: Method III.

12.2.2. Their duties shall be to:

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

12.2.3. Their overseer shall be the Social Chair.

12.3. Michaelmas Ball Manager

12.3.1. Elected via: Method II, Meeting 1.1.

12.3.2. Their duties shall be to:

- 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.

12.3.3. The overseer for this role if this becomes an application position shall be the Social Chair.

12.4. Feast Manager

12.4.1. Elected via: Method II, Meeting 1.4.

12.4.2. Their duties shall be to:

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

12.4.3. The overseer for this role if this becomes an application position shall be the Social Chair.

12.5. Summer Ball Manager

12.5.1. Elected via: Method II, Meeting 2.3.

12.5.2. Their duties shall be to:

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

12.5.3. The overseer for this role if this becomes an application position shall be the Social Chair.

12.6. Cuth's Day Manager

12.6.1. Elected via: Method II, Meeting 2.3.

12.6.2. Their duties shall be to:

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

12.6.3. The overseer for this role if this becomes an application position shall be the Social Chair.

12.7. Formals Manager

12.7.1. Elected via: Method II, Meeting 1.1.

12.7.2. Their duties shall be to:

- 1) Attend the 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 Formals,
- 3) Assist with the preparation, and organisation for social events as requested by the Social Chair, and
- 4) Attend event venues before and/or after events to assist with set-up and/or clear-up of events.

12.7.3. The overseer for this role if this becomes an application position shall be the Social Chair.

13. Students' Union Committee

13.1. There shall exist a Students' Union Committee (SUComm) who shall have responsibility for representing the views of JCR members to the Students' Union.

13.1.1. It shall be called by the Publicity and Relations Officer.

13.1.2. It shall be chaired by the Publicity and Relations Officer and minuted by the Vice-President.

13.1.3. It shall meet before each SU Assembly as a minimum requirement. The purpose of this meeting shall be to discuss the Agenda for the following SU Assembly.

13.1.4. It shall consist of:

- 1) Publicity and Relations Officer,

- 2) President of the Society,
 - 3) Vice-President,
 - 4) 3x Students' Union Committee Members,
 - 5) Postgraduate Students' Union Rep (Ex-Officio),
 - 6) Local Students' Representative (Ex-Officio),
 - 7) Students with Disabilities (SwD) Representative (Ex-Officio),
 - 8) Working Class Students' (WCS) Representative (Ex-Officio),
 - 9) LGBT+ Representative (Ex-Officio),
 - 10) Ethnic Minorities (EM) Representative (Ex-Officio), and
 - 11) International Representative (Ex-Officio).
- 13.1.5. The Students' Union Committee shall have the power to determine how the Publicity and Relations Officer votes in the SU Assembly unless this decision is overridden by a JCR motion.
- 13.1.6. The Students' Union Committee shall meet prior to every SU Assembly and any JCR Meeting in which a motion is to be run that is asking for the JCR to support a wider issue as a whole.
- 13.1.7. If a JCR motion advising the support of the entire JCR on a wider issue is presented, the Students' Union Committee's opinion, which shall be announced by the Publicity and Relations Officer at the JCR meeting, is to be regarded as advisory.
- 13.1.8. The Students' Union Committee will help advise the Publicity and Relations Officer on how they are to vote on any items in SU Assembly.
- 13.1.9. If the Publicity and Relations Officer is unable to attend SU Assembly or an SU Rep Committee meeting, a member of Student's Union Committee can take their place.
- 13.1.10. If a matter arises that may require the expertise of an Ex-Officio member, the Students' Union Committee may invite them to attend a meeting.
- 13.1.11. Meetings of the Students' Union Committee shall be open for members of Cuth's JCR to attend, however only Committee members (listed as 11.1.2) will be able to vote on issues.

13.2. Students' Union Committee Member

- 13.2.1. Elected via: Method II, Meeting 1.1.
- 13.2.2. Their duties shall be:
- 1) Attend meetings of the Students' Union Committee,
 - 2) Assist the Publicity and Relations Officer with decisions relating to SU Assembly, and
 - 3) Assist the Publicity and Relations Officer in the conducting of activities relating to the Students' Union. Including, though not limited to; encouraging people to vote in SU elections; promoting SU campaigns; writing motions for NUS Delegates

to take to NUS National Conference; and advertising events and offers from the SU.

- 13.2.3. Students' Union Committee Members shall have no pre-assigned roles, but may be allocated roles as the Publicity and Relations Officer sees fit.
- 13.2.4. Students' Union Committee Members shall be elected in Michaelmas Term and if possible before the first SU Assembly.
- 13.2.5. The overseer for this role if this becomes an application position shall be the Publicity and Relations Officer.

14. Library Committee

14.1. 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.

- 14.1.1. There shall be no scheduled meetings of the Library Committee
- 14.1.2. If a meeting is required, it shall be called and chaired by the Society Librarian. It shall not be minuted.
- 14.1.3. It shall consist of:
 - 1) Society Librarian,
 - 2) President of the Society
 - 3) Assistant Librarian,
 - 4) Stock Managers, and
 - 5) Volunteer Librarians.
- 14.1.4. The number of Stock Managers and Volunteer Librarians shall be at the discretion of the Society Librarian.

14.2. Assistant Librarian

- 14.2.1. Elected via: Method I, Meeting 1.2.
- 14.2.2. Their duties shall be to:
 - 1) Assist the Society Librarian with all aspects of the day to day management of St. Cuthbert's Society Library, and
 - 2) Be specifically responsible for the management and training of staff in conjunction with the Society Librarian.
- 14.2.3. The Assistant Librarian must have already been a librarian for two terms prior to their term.
- 14.2.4. For the duration of their term of office, the Assistant Librarian will be a Stock Manager.
- 14.2.5. The overseer for this role if this becomes an application position shall be the Society Librarian.

14.3. Stock Manager

- 14.3.1. Elected via: Method III. The Stock Managers will be appointed from the Volunteer Librarians by the Society Librarian.

14.3.2. Their duties shall be to:

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

14.3.3. Their overseer shall be the Society Librarian.

14.4. Volunteer Librarian

14.4.1. Elected via: Method III.

14.4.2. Their duties shall be to:

- 1) Work shifts as organised by the Society Librarian,
- 2) Monitor the supply of refreshments and report any shortages to a stock manager or the Society Librarian,
- 3) Take out, return and re-shelve books as required during their shift,
- 4) Keep the relative peace and tranquillity synonymous with Cuth's library, and
- 5) Ensure all mugs are cleaned after use.

14.4.3. Their overseer shall be the Society Librarian.

15. International Committee

15.1. There shall exist an International Committee that shall have the responsibility for:

- 1) Representing the overall interests of the international community within College life,
- 2) Acting as a supportive mechanism of promoting diversity in the university environment,
- 3) Organising events around the academic year to welcome both undergraduate and postgraduate international students to St. Cuthbert's Society and University life,
- 4) Acting as a bridge between the College, the University Immigration office and any other institutional organisation that affects the wellbeing of international students, and
- 5) Providing and endorsing preliminary counselling and support services to facilitate issues relating to immigration, accommodation and overall student wellbeing.

15.1.1. It shall meet at the discretion of the International Representative to discuss matters that affect the international student community.

15.1.2. It shall be called by the International Representative.

15.1.3. It shall be chaired by the International Representative and minuted by the Vice-President.

15.1.4. It shall consist of:

- 1) International Representative,
- 2) President of the Society,
- 3) Vice-President,
- 4) Postgraduate and Mature Students' International Representative,
- 5) 3 x International Events Manager,
- 6) 3 x International Campaigns Manager,
- 7) 2 x International Publicity Manager, and
- 8) Assistant International Representative.

15.2. International Events Manager

15.2.1. Elected via: Method III.

15.2.2. Their duties shall be to:

- 1) Brainstorm and organise events throughout the year,
- 2) Link up students who are staying in Durham over the term break, and
- 3) Advertise our own international events and other external events catered towards internationals.

15.2.3. Their overseer shall be the International Representative.

15.3. International Campaigns Manager

15.3.1. Elected via: Method III.

15.3.2. Their duties shall be to:

- 1) Research issues impacting international students throughout the year, and
- 2) Suggest solutions to these issues and how they can be addressed by college and the JCR.

15.3.3. Their overseer shall be the International Representative.

15.4. International Publicity Manager

15.4.1. Elected via: Method III.

15.4.2. Their duties shall be to:

- 1) Manage social media pages,
- 2) Advertise events, and
- 3) Reach out to students about the campaigns of the International Committee.

15.4.3. Their overseer shall be the International Representative.

15. Year Abroad and Placement Committee

15.1. There shall be a Year Abroad Committee who shall have the responsibility for managing the communications between students on a year out and JCR whilst providing support and guidance for all students on a year out as well as representing their interests to the rest of the JCR.

- 15.1.1. They shall meet at least once every term by video call as well as ad hoc when meetings are called by the Year Abroad and Placement Rep.
- 15.1.2. All meetings shall be chaired by the Year Abroad and Placement Rep, it will not be minuted.
- 15.1.3. It shall consist of:
 - 1) Year Abroad and Placement Representative,
 - 2) President of the Society,
 - 3) Vice-President,
 - 4) 7x General Committee Members, and
 - 5) Publicity and Relations Officer (Ex-Officio).

15.2. Year Abroad and Placement Representative

- 15.2.1. Elected via: Method II, Meeting 3.1.
- 15.2.2. Their duties shall be:
 - 1) Take charge of establishing and maintaining the primary means of communication for all Year Out students such as a Facebook Group or any appropriate platform,
 - 2) Advocate for the inclusivity of JCR events for Year Out students,
 - 3) Organise events/meet ups for Year Out students if appropriate to allow them to keep in contact throughout the year,
 - 4) Chair all meetings of Year Abroad and Placement Committee as well as organising and calling meetings when they deem it necessary,
 - 5) Advocate for the provision of welfare services for students that are on a Year Out.
- 15.2.3. In the first running of the position, only students that will be on a year out for the next academic term are eligible to run. If the role is not filled, this position will be opened up to the general JCR body to contest.

15.3. General Committee Member

- 15.3.1. Elected via: Method III, during Easter term and beginning of the Summer period.
- 15.3.2. Their duties shall be:
 - 1) Assist the Year Abroad and Placement Officer in all tasks, as deemed necessary.
- 15.3.3. Only students who are to go on a year out in or who are to return from a year out (in the next academic term) are eligible to run.

16. Music Committee

- 16.1. There shall exist a Music Committee who shall have responsibility for:
 - 1) Overseeing all music societies within the Society,

- 2) Organisation and promotion of musical events within the Society,
 - 3) Ensuring access to music facilities for members of the Society, and
 - 4) Representation of all general musical interests within the Society.
- 16.1.1. It shall be called by the Music Representative. It shall be minuted by the Vice-President.
- 16.1.2. It shall meet at least once a term.
- 16.1.3. It shall consist of:
- 1) Music Representative,
 - 2) President of the Society,
 - 3) Vice-President,
 - 4) Assistant Music Representative,
 - 5) Music Events and Publicities Officer,
 - 6) Sports and Societies Chair,
 - 7) Social Committee Chair, and
 - 8) The President(s)/Captain(s) of JCR Music Societies.

16.2. The Music Representative

- 16.2.1. Elected via: Method I, Meeting 3.1.
- 16.2.2. Their duties shall be to:
- 1) Assist and supervise JCR music societies, overseeing the creation of new societies to fit demand from members of the Society,
 - 2) Promote JCR music societies at the Freshers' Fair and throughout the year at any suitable opportunity,
 - 3) Organise and promote events to showcase JCR music societies and all musicians within the Society,
 - 4) Liaise with the Social Committee Chair to ensure representation of JCR music societies and all musicians within the Society at JCR social events,
 - 5) Oversee the internet presence of Cuth's Music,
 - 6) Attend relevant meetings with Music Durham,
 - 7) Maintain all music facilities, ensuring their accessibility to and proper usage by members of the JCR,
 - 8) Report to the Facilities Manager any suggested improvements for the music room, and
 - 9) Keep an inventory of all equipment in the music room, reporting changes and missing equipment where necessary.
- 16.2.3. They shall be provided with a key to the music room facility for the duration of their term in office.

16.3. The Assistant Music Representative

- 16.3.1. Elected via: Method II, Meeting 1.2.
- 16.3.2. Their duties shall be to:
 - 1) Assist the Music Representative with all of their duties, and
 - 2) Attend music events and socials to report and write articles that may be featured in Cuth's newsletter, the Palatinate, or on JCR social media accounts.
- 16.3.3. The overseer for this role if this becomes an application position shall be the Music Representative.

16.4. Music Events and Publicities Officer

- 16.4.1. Elected via: Method II, Meeting 1.2.
- 16.4.2. Their duties shall be to:
 - 1) Assist in the organisation and promotion of music events (for example open mic events) within St Cuthbert's Society, and
 - 2) Assist the Music Representative with the running of relevant social media accounts.
- 16.4.3. The overseer for this role if this becomes an application position shall be the Music Representative

17. Environment Committee

- 17.1. There shall exist an Environment Committee that shall have responsibility for:
 - 1) Promotion of environmentally positive action which will aid the environment around college and the wider Durham area, including primary action such as litter picking,
 - 2) Encouragement of Cuth's students to become more aware of environmental issues and to publicise environmental issues in the local community,
 - 3) Provision of aid to other environmental groups within the university and local community, and
 - 4) Ensuring the environment of college is adequately cared for, and that college takes necessary steps to ensure a low carbon footprint, minimum waste and the protection of natural habitats.
- 17.1.1. It shall be called by the Environment Representative and minuted by the Secretary and Media Manager.
- 17.1.2. It shall consist of:
 - 1) Environment Representative,
 - 2) President of the Society,
 - 3) Media Manager,
 - 4) Events Manager,
 - 5) Greenspace and SU Representative,

- 6) Embrace the Waste Representative,
- 7) Vice-President, and
- 8) 4x Environment Committee Member.

17.2. Environment Representative

17.2.1. Elected via: Method I, Meeting 3.2.

17.2.2. Their duties shall be to:

- 1) Call and chair meetings,
- 2) Liaising with committee members to discuss committee action, and
- 3) Communication with the JCR.

17.3. Media Manager

17.3.1. Elected via: Method III.

17.3.2. Their duties shall be to:

- 1) Minute meetings of the Environment Committee, and
- 2) Hold responsibility for any media interaction whether online or in print form.

17.4. Events Manager

17.4.1. Elected via: Method III.

17.4.2. Their duties shall be to:

- 1) Oversee any financial aid given to the committee by the JCR and ensure all financial records are clear and accounted for, and
- 2) Responsibility for the smooth running of events by the committee.

17.5. Greenspace and SU Representative

17.5.1. Elected via: Method III.

17.5.2. Their duties shall be to:

- 1) Represent the Committee at Greenspace meetings and SU Assembly.

17.6. Embrace the Waste Representative

17.6.1. Elected via: Method III.

17.6.2. Their duties shall be to:

- 1) Act as the Committee's representative for the Embrace the Waste.

17.7. Environment Committee Member

17.7.1. Elected via: Method III.

17.7.2. Their duties shall be:

- 1) To aid the other committee members in their tasks, and
- 2) To assist in the completion of the committee's primary aims.

18. Other Positions

18.1. Student Trustee

- 18.1.1. Elected via: Method I, Meeting 3.2.
- 18.1.2. Student trustees shall sit on the trustee board for St. Cuthbert's Society.
- 18.1.3. Their duties shall be:
 - 1) Ensure that the Society is fulfilling the aims and obligations that its charitable status requires,
 - 2) Offer suggestions and ideas at meetings to improve or help with these aims,
 - 3) Contribute to the governance and overall strategic direction of the JCR,
 - 4) Represent the student voice and ensure the board of trustees remains in touch with and reactive to student opinion,
 - 5) Provide oversight on the actions and functioning of the Executive Committee and bridge the gap between the Executive Committee, in particular the President and Finance and Compliance Officer, and the Board of Trustees,
 - 6) To be an ambassador for St Cuthbert's Society Junior Common Room in safeguarding its reputation and values,
 - 7) To protect and manage the property of St Cuthbert's Society Junior Common Room and to ensure the proper investment of St Cuthbert's Society Junior Common Room funds alongside the President, Finance and Compliance Officer, and any other JCR or College officers as may be required,
 - 8) To act with integrity and avoid or declare any conflict of interest, and
 - 9) To attend quarterly meetings of the board of trustees.
- 18.1.4. Student Trustees must be eligible to be a charity trustee in line with the Charities Act of 2011.
- 18.1.5. It should be recognised that student trustees are uniquely positioned within the JCR structure, working independently of but alongside the internal JCR structure as managed by the Executive Committee.
- 18.1.6. Out of three student trustees only one may be a student on a year abroad or in placement at any one time. If two or more candidates wish to run who will be out of Durham for their terms, only the candidate with the highest number of votes will be selected.

18.2. Bar Liaison Officer

- 18.2.1. Elected via: Method I, Meeting 3.2.
- 18.2.2. Their duties shall be:
 - 1) Act as a liaison between the JCR body and the bar,

- 2) Represent the views of the JCR to the bar management, and in the day to day running of the bar, and
 - 3) Help the Bar Steward to plan and prepare for busy events such as the Feast of St. Cuthbert and Cuth's Day.
- 18.2.3. The Bar Liaison Officer must be a current member of staff at the bar.
- 18.2.4. The Bar Liaison Officer must have worked in the bar for at least one term prior to their election.

18.3. Senior Induction Week Representative (Head Frep)

- 18.3.1. Elected via: Method I, Meeting 3.1.
- 18.3.2. 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, and
 - 4) Organise appropriate events for freshers during Freshers' Week, including but not limited to social events in college, club nights, and information sessions.

18.4. Sports and Societies Reporter

- 18.4.1. Elected via: Method II, Meeting 1.3.
- 18.4.2. 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, and
 - 3) Assist the Sports and Societies Chair with the preparation of a roundup of the activities of Cuth's sports and societies, to present at each general meeting of the JCR.
- 18.4.3. Attendance of and reporting on events shall be done on a free-lance basis, as and when desired.
- 18.4.4. There shall be three elected reporters.

18.5. Webmaster

- 18.5.1. Elected via: Method II, Meeting 1.3.
- 18.5.2. Their duties shall be:
- 1) Oversee the St Cuthbert's Society JCR website, including ensuring its security and modifying its design, and

- 2) Help relevant JCR officers upload relevant documentation to the website and ensure it remains up to date.

18.6. Fashion Show President

18.6.1. Elected via: Method I, Meeting 3.2.

18.6.2. Their duties shall be:

- 1) Oversee the executive committee and participants involved in the running of St Cuthbert's Society Charity Fashion Show,
- 2) Liaise with the chosen charity,
- 3) Organise the event venue before and/or after the show to assist with set up and/or clear-up of events,
- 4) Work alongside the JCR to ensure the professionalism of all documentation and business transactions necessary, and
- 5) Ensure that SCSFS maintains its professionalism, especially on social media.

18.7. Bailey Wardrobe Manger

18.7.1. Elected via: Method II, Meeting 3.1.

18.7.2. Their duties shall be to:

- 1) Oversee and organise the delivery of the Bailey wardrobe scheme,
- 2) Keep an inventory of stock, both for administrative and promotional purposes,
- 3) Maintain the Facebook page & other social media created to promote the scheme,
- 4) Liaise with any other college's wardrobe reps to ensure continuity across the colleges, and
- 5) Complete any other extra tasks required for the success of the scheme.

19. Method IV Positions

19.1. Leader of the Song

19.1.1. Elected via: Method IV, Meeting 3.3.

19.1.2. Their duties shall be:

- 1) Lead the singing of the college song after every JCR meeting, and
- 2) Endeavour to ensure that all members of the JCR know the lyrics to the college song.

19.2. The Orbiting Professor of Martian Anthropology

19.2.1. Elected via: Method IV, Meeting 3.3.

19.2.2. Their duties shall be:

- 1) To recite Shakespeare sonnets during the battle of the exec.

19.2.3. They should be the shortest person in the room during the election.

19.3. The Golden Bedspring for Fornication

19.3.1. Elected via: Method IV, Meeting 3.3.

19.4. The Red Herring for Persistent and Unadulterated Lying

19.4.1. Elected via: Method IV, Meeting 3.3.

19.5. Tweedle Dee and Tweedle Dum Award

19.5.1. Elected via: Method IV, Meeting 3.3.

19.6. The Soft Cushion for Academic Blagging

19.6.1. Elected via: Method IV, Meeting 3.3.

19.7. The Wooden Spoon for Stirring Disharmony

19.7.1. Elected via: Method IV, Meeting 3.3.

19.8. The Anonymous Magistrate's Paper Bag for Technicolour Yawning

19.8.1. Elected via: Method IV, Meeting 3.3.

19.9. The Keeper of the Couplets

19.9.1. Elected via: Method IV, Meeting 3.3.

19.9.2. Their duties shall be:

- 1) To write a set of rhyming couplets to be read out before every JCR Meeting.

19.10. The Wincrete Memorial Trophy

19.10.1. Elected via: Method IV, Meeting 3.3.

19.10.2. This position will be awarded to the person who can consume a pint of soda water fastest.

19.10.3. Their overseer shall be the SRO.

19.11. The Keeper of the Glass Bell

19.11.1. Elected via: Method IV, Meeting 3.3.

19.11.2. Their duties shall be to:

- 1) Store, preserve, and maintain the JCR glass bell,
- 2) Bring the bell to all JCR meetings, or arrange for its transport if they cannot attend the meeting,
- 3) Arrange the purchase of a new bell if the bell is damaged, and
- 4) Act as a bell for the JCR Chair during JCR Meetings during any time period when the bell is damaged beyond use and has not yet been replaced.

19.12. Stolen Music Room Key for Musical Cacophony

19.12.1. Elected via: Method IV, Meeting 3.3.

19.12.2. Their duties shall be to:

- 1) Ensure that members do not sing out of tune, key or rhythm in JCR meetings, and provide advice and support for those doing so, and
- 2) Sit ex-officio on the Music Committee.

- 19.12.3. The symbol for the office shall be an old Music Room key that is passed down to each new position-holder.

19.13. Sarko Plan Escapologist

- 19.13.1. Elected via: Method IV, Meeting 3.3.

- 19.13.2. Their duties shall be to:

- 1) Draft detailed evacuation plans, including ways to ensure that the following but not limited to Cuth's artefacts are preserved- Brownie Bomber recipe, JCR Minutes, the Mascot uniform and soil from the House 12 garden.

19.14. Fluffy Socks Manager

- 19.14.1. Elected via: Method IV, Meeting 1.4.

- 19.14.2. Their duties shall be to:

- 1) Arrange for the order of Cuth's branded fluffy socks, and
- 2) Assist Stash Committee when necessary.



ST CUTHBERT'S SOCIETY JUNIOR COMMON ROOM

Employment Contract - DRAFT

St Cuthbert's Society Junior Common Room
St Cuthbert's Society, 12 South Bailey,
Durham, Durham, DH1 3EE
Charity no.1168134

Date: 31/07/2020

CONFIDENTIAL

<name>

<Address1>

<Address2>

<Town> <Postcode>

1. DEFINITIONS

"You" - the signatory: <name> of <Address 1> <Address 2> <Town> <Postcode>

"President" - the position of President and office of employment, as set out in the Byelaws, Policies and Procedures, and Standing Orders of St Cuthbert's Society Junior Common Room

"Chair of Trustees" - Refers to the Chair of the Board of Trustees of St Cuthbert's Society Junior Common Room

"University" - refers to Durham University: <https://www.dur.ac.uk/>

Board of Trustees

"JCR" - Refers to St Cuthbert's Society Junior Common Room

"Confidential Information" - information in whatever form (including, without limitation, in written, oral, visual or electronic form or on any magnetic or optical disk or memory and wherever located) relating to the JCR, JCR members, staff, the Trustees, or regarding the affairs and finances of the JCR for the time being confidential to the JCR, whether or not such information (if in anything other than oral form) is marked confidential.

2. PARTIES

2.1. This contract will be made between:

2.1.1. 'the JCR': St Cuthbert's Society Junior Common Room, Charity no.1168134; reg. Address: St Cuthbert's Society, 12 South Bailey, Durham, Durham, DH1 3EE

2.1.2. 'the signatory' (or 'you') <name> <address>

WHERE-BY IT IS AGREED THAT:



3. PRINCIPAL STATEMENT OF TERMS AND CONDITIONS

- 3.1. This contract will confirm the signatory's fixed-term appointment as President of St Cuthbert's Society Junior Common Room. This document outlines the Terms and Conditions which apply to your contract and other information which is relevant to your employment.
- 3.2. Subject to the terms and conditions outlined below, this contract will be for a fixed term commencing on 1st August 2020 and terminating on 31st July 2021 unless terminated in accordance with cl.8 at which time it will automatically expire unless otherwise agreed in writing between you and St Cuthbert's Society Junior Common Room.
- 3.3. Your date of commencement of continuous service with St Cuthbert's Society Junior Common Room or its subsidiaries is 01/08/2020
 - 3.3.1. Your period of continuous employment will include the probationary period. The probationary period may be extended at the JCR's discretion.
- 3.4. Your base will be 12 South Bailey, Durham, Durham, DH1 3EE however you will also be required to work elsewhere within the United Kingdom from time-to-time.
 - 3.4.1. You will also work at such other places as the JCR directs from time-to-time.
 - 3.4.2. You will not be required to work outside the United Kingdom.
 - 3.4.3. The JCR reserves the right, with appropriate consultation with you, to change your base(s) should the needs of the JCR require this.
- 3.5. Your normal hours of employment will be 35 hours per week. The nature of the post requires flexible working hours, eg evenings and weekends. Thus, it is NOT expected that you will normally work from 09:00 - 17:00 Monday to Friday.
 - 3.5.1. You must not work more than 48 hours in any given week
- 3.6. When the number of hours required to discharge your duties effectively exceeds your normal hours of employment, stipulated in cl3.5, you will be entitled to Time Off In Lieu.
 - 3.6.1. Time Off In Lieu must be approved by the Chair of the Board of Trustees before it is taken.
 - 3.6.2. If the Chair of Trustees finds it to be impractical for you to take Time Off In Lieu on any given occasion, they may deem that you are instead entitled to pay for Overtime.
 - 3.6.2.1. Pay for Overtime must be approved by the majority of the Board and authorisation to work and be paid for hours over and above those stipulated in cl.3.5. should always be sought from the Chair of the Board of Trustees well in advance of any additional hours being worked. If, due to severe extenuating circumstances, it is not possible to seek the authorisation of the Chair of the Board of Trustees in advance of working Overtime, and you cannot reasonably take Time Off In Lieu, the Board may, solely at its discretion, agree to authorise Overtime payments retrospectively, however the Board reserves the right to decline such authorisation if



it judges the justification for working additional hours to be inadequate or inappropriate. The Board's decision on this matter will be final.

3.6.2.2. Work for any paid Overtime will be remunerated on an hourly basis at the rate of the national living wage as part of any of your twelve monthly instalments in arrears on such date in each month and by such method as the JCR may determine. The JCR will endeavour to pay Overtime as soon as is practical, subject to approval by the Board of Trustees and relevant payroll processes

3.6.3. If there is a reduction in work, the JCR may temporarily lay you off without pay or reduce your working hours (short-time working) and your pay proportionately on giving as much notice as reasonably practicable. Depending on the circumstances you may have a statutory right to a guarantee payment in accordance with legislation in force at the time.

4. PROBATIONARY PERIOD

- 4.1. The first two months of employment will be probationary. The probationary period may be extended at the JCR's discretion.
- 4.2. The employment may be terminated by either party on one week's notice given in writing at any time during or at the end of this probationary period.
- 4.3. Your performance and suitability for continued employment will be reviewed throughout the probationary period.

5. RESPONSIBILITIES AND DUTIES

- 5.1. Your normal duties are as detailed in the Governing Documents of the JCR for the post of President provided to you and any other duties which may reasonably be required of you.
- 5.2. You warrant that, by entering into this Contract or performing any of your obligations under it, you will not be in breach of any court order of any express or implied terms of any contract or other obligation binding on you and you undertake to indemnify the JCR against any claims, costs, damages, liabilities, or expense which it may incur as a result if you are in breach of such obligations.
- 5.3. Under regulation 4(1) of the Working Times Regulations 1998 a worker's average working time, including overtime, must not exceed 48 hours a week unless the worker has previously agreed otherwise in writing. By signing this contract, you confirm your agreement that this limit on your working hours will not apply, and that your average working time may therefore exceed 48 hours a week. Either party may terminate this agreement by giving three months' written notice at any time. Unless it is terminated in this way, this agreement shall remain in force until your employment with the JCR ends.
- 5.4. You are expected to be loyal to the stated aims and objectives of the JCR and may not engage in any outside activity which, in the reasonable view of



the Trustees, might interfere with the efficient discharge of your duties or is in conflict with the interests of the JCR. You should, at all times, both in and out of the JCR, uphold the ethos of the JCR and conduct yourself in a manner consistent with your position of employee of the JCR. You must notify the JCR of any outside conduct, activity or circumstances that are likely to either bring the JCR into disrepute or put into question your suitability for the role at the JCR.

- 5.5. Your employment shall be subject to the JCR's rules, policies and procedures as set out in the JCR's non-contractual policies and procedures, as amended from time-to-time. The policies and procedures do not form part of this contract and may be amended at any time. To the extent that there is any conflict between the terms of this Contract and the JCR's policies and procedures, this Contract shall prevail.
- 5.6. The JCR has a strict anti-bribery and corruption policy in line with the Bribery Act (2010). If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the JCR, or to obtain or retain an advantage in the conduct of the JCR's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances, you will be subject to formal investigation under the JCR's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

6. ACCOMODATION

- 6.1. You are required to occupy such JCR accommodation as the Chair of Trustees deems to be suitable for the better and proper performance of your duties. Occupation of JCR accommodation shall be on the terms set out in the Service Occupancy Agreement provided to you.
- 6.2. The cost of your accommodation and any associated bills, including Council Tax, will be borne by the JCR and may be offset against your salary in line with the Weekly Accommodation Offset rate set by the UK Government (see cl.8.3)
- 6.3. Upon termination of your employment, howsoever arising, your right to occupy provided JCR accommodation will cease and you will be required to vacate the accommodation in accordance with the terms set out in the Service Occupancy Agreement.

7. HOLIDAYS

- 7.1. You are entitled to 28 working days as holiday pro-rata during each holiday year which runs from 1 August to 31 July (inclusive) and you will receive normal remuneration during such holidays. No more than 5 of these holiday days should be taken during academic terms.
- 7.2. In addition, you are entitled to a 1-day holiday on your birthday, whether it falls in an academic term or not.



- 7.3. Public holidays occurring during academic terms will be working days.
- 7.4. All holidays must be taken at a time convenient to the JCR and you must obtain prior consent from the Chair of Trustees.
- 7.5. Holidays are limited to a period of no longer than 10 consecutive full working days pro-rata (actually 8 working days) except by prior agreement with the Chair of Trustees.
- 7.6. If your employment terminates part way through the holiday year the entitlement to holidays during that year will be assessed on a pro-rata basis. You agree that the JCR may make deductions from your final salary due on termination of employment in respect of any holidays taken in excess of entitlement.
- 7.7. You will be entitled to be paid in respect of holidays accrued but untaken as the date of termination of employment provided that you may be required to take accrued holiday during any notice period.

8. SALARY

- 8.1. You will be paid in line with the prevailing national living wage on an hourly basis for hours worked.
 - 8.1.1. If the national living wage is subject to change following the signing of this contract, the Chair of the Board of Trustees shall inform you of this in a written letter which will state the new rate of your hourly wage.
- 8.2. Your salary will be payable by twelve monthly instalments in arrears on such date in each month and by such method as the JCR may from time-to-time determine.
 - 8.2.1. These monthly instalments will include payment for any hours worked during your normal hours of employment as well as any paid Overtime approved by the Board
- 8.3. The JCR may offset the cost of the accommodation it provides to you for the duration of your employment in line with the Weekly Accommodation Offset Rate set by the UK Government.
 - 8.3.1. If the Weekly Accommodation Offset Rate is subject to change following the signing of this contract, the Chair of the Board of Trustees will inform you of this in a written letter which will state the new rate.
- 8.4. The JCR reserves the right to deduct from your salary any sums that you owe the JCR by providing one month's notice.
- 8.5. For the avoidance of doubt, your salary will be adjusted on a pro rata basis should your contractual hours of work change.
- 8.6. If the JCR makes a payment to you to which you are not entitled, or is more than that to which you are entitled, you agree to allow the JCR to recover the amount by deductions from your salary or other payments due to you. Any deductions will normally be made over the same period that any overpayment was made. It is in your interests to regularly check your pay slips. Furthermore, you agree that on leaving the JCR, if you owe the JCR money or have overtaken your annual leave entitlement the JCR may deduct the value of this from your final payment.



9. TERMINATION

- 9.1. This is a fixed term contract that will terminate automatically, without the need for prior notice, on 31 July 2021 unless terminated earlier as set out below.
- 9.2. During any probationary period, your appointment may be terminated in accordance with cl.4
- 9.3. If the employment continues after the end of the probationary period and without prejudice to the right to summarily dismiss, your appointment may be terminated as follows:
- 9.3.1. By you giving the JCR Board of Trustees not less than four weeks written notice of termination of employment
- 9.3.2. By the JCR giving you four weeks written notice of termination of employment as follows.
- 9.4. The JCR reserves the right to pay salary in lieu of notice, either by way of lump sum or via instalments. For the avoidance of doubt, salary for the purpose of this cl is as defined in cl.7 and does not include any pension contributions or other benefits including accommodations. The JCR reserves the right to reclaim any salary paid in lieu of notice where it is subsequently found that you have committed a repudiatory breach of contract.

10. OBLIGATIONS ON TERMINATION

- 10.1. On termination of your employment (howsoever arising) you shall:
- 10.1.1. immediately deliver to the Chair of Trustees all documents, books, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the business or affairs of the JCR or its business contacts, any keys, and any other property of the JCR which is in your possession or under your control;
- 10.1.2. irretrievably delete any information relating to the business of the JCR stored on any magnetic or optical disk or memory and all matter derived from such sources which is in your possession or under your control outside the JCR's premises;
- 10.1.3. at the request of the Chair of Trustees, provide a signed statement that you have complied fully with your obligations under this clause together with such reasonable evidence of compliance as the Chair of Trustees may request.

11. PENSION

- 11.1. The JCR will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol you in a pension scheme as and when required by law.



12. ABSENCE OWING TO SICKNESS OR INJURY

- 12.1. You are required to report any sickness absence as soon as is practicably possible to the Chair of Trustees and may be asked to provide certification of sickness/fit note.
- 12.2. Subject to complying with the notification and certification provisions set out in this Contract, should you be absent owing to illness or injury you will be entitled to normal basic remuneration for 10 working days in total in any rolling 12- In respect of absence lasting more than seven calendar days you must on the eighth day of absence provide a fit note stating the reason for absence and thereafter provide an alike note to cover any subsequent period of absence stating when you will be fit to work or when it will next be reviewed. period.
- 12.3. The JCR operates the Statutory Sick Pay Scheme and you are required to co-operate in the maintenance of necessary records.
- 12.4. You must inform the Chair of Trustees as soon as reasonably practicable and no later than 9.00AM of any absence owing to sickness or injury and must keep the Chair of Trustees informed of ongoing absence. All necessary fit notes must be forwarded to the Chair of Trustees immediately.
 - 12.4.1. In respect of absence lasting seven calendar days or less you need not produce a fit note unless specifically requested to do so. You must complete a self-certification form immediately on return to work after such absence.
 - 12.4.2. In respect of absence lasting more than seven calendar days you must on the eighth day of absence provide a fit note stating the reason for absence and thereafter provide a like note to cover any subsequent period of absence stating when you will be fit to work or when it will next be reviewed.
- 12.5. If the absence is or appears to be caused by the negligence of a third party in respect of which damages are or may be recoverable, you shall immediately notify the Chair of Trustees of that fact. If required by the Chair of Trustees you will provide all relevant particulars (including in relation to any claim, settlement or judgement) that the Chair of Trustees may reasonably require.
 - 12.5.1. If you recover compensation as a result of any claim or settlement relating to the loss of income for the period of the absence you will be required to refund the JCR up to the amount of the sums paid to you by the JCR during the period of absence.
- 12.6. Failure to comply with the notification or certification requirements, as set out within this clause, may result in non-payment or delayed payment of sick pay, and/or disciplinary action.
- 12.7. The rights of the JCR to terminate the employment under the terms of this Contract apply even when such termination would or might cause you to forfeit any entitlement to sick pay or other benefits.



13. STATUTORY LEAVE

- 13.1. The JCR will allow you paid leave at the statutory rate in the following circumstances:
- 13.1.1. Employees are entitled to maternity leave and pay when pregnant. If you have sufficient service and earnings you will be eligible for statutory maternity pay for 39 weeks. Parallel arrangements are available for employees expecting to adopt.
 - 13.1.2. Statutory paternity leave and pay is available to fathers / partners for a maximum of two weeks' leave following the birth of a child. To qualify you must have worked for the JCR for at least 26 weeks by the end of the 15th week before the baby is expected.
 - 13.1.3. You may be also be entitled to shared parental leave and pay which is designed to give parents / adopters more flexibility in how to share the care of their child in the first year following birth or adoption.
 - 13.1.4. Should you suffer the loss of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy, if you have 26 weeks' continuous service, you will be entitled to two weeks paid leave at the statutory rate.

14. CONFIDENTIAL INFORMATION AND DOCUMENTATION

- 14.1. During the course of your employment you may find yourself in possession of confidential, sensitive or personal information either in relation to the JCR, its customers or employees.
- 14.1.1. It is a condition of your employment and a requirement of the General Data Protection Regulation that you have a duty of confidentiality and a requirement to safeguard such information.
 - 14.1.2. You must not discuss or make available any such information whatsoever to any outside individual or organisation including the media.
 - 14.1.2.1. Any breach of this requirement will be considered as serious misconduct and could lead to disciplinary action including dismissal.
- 14.2. You recognise that both during the employment and after the employment has terminated, notwithstanding the reason for the termination, you have a duty of confidentiality towards the JCR.
- 14.3. You acknowledge that in the course of employment you will have access to Confidential Information.
- 14.4. You agree that you shall not divulge or communicate to any person, corporation, company or other organisation; use for your own purposes other than those of the JCR; or otherwise disclose or make use of any Confidential Information relating to or belonging to the JCR. This shall not apply to:
- 14.4.1. any use or disclosure authorised by the Trustees or required by law;
 - 14.4.2. any information which is already in, or comes into, the public domain other than through your unauthorised disclosure; or
 - 14.4.3. any protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.



- 14.5. All notes, memoranda, records, correspondence, computer and other discs and tapes and all other documents and material whatsoever (whether made or created by you otherwise) relating to the affairs of the JCR, whether or not they constitute Confidential Information, shall be and remain the property of the JCR and shall be returned to the Chair of Trustees on demand.
- 14.6. You shall obtain the Chair of Trustees prior written consent before having any communications with media (including television, radio, and other electronic communications) on matters affecting the JCR or its members. No connection with the JCR may be revealed or implied if you wish to communicate with the press on other matters.

15. PERSONAL DETAILS

- 15.1. For the purposes of the Data Protection Act 1998 you consent to the JCR holding and processing personal data including sensitive personal data of which you are the subject, details of which are specified in the JCR's data protection policy.
- 15.2. You will at all times follow the JCR policies in relation to data of members, trustees and the executive, following the principles laid down covering the General Data Protection Regulations (GDPR).
- 15.3. Any breaches of personal or confidential data whether intentional or accidental must be brought to the attention of trustees immediately.

16. INTELLECTUAL PROPERTY

- 16.1. The following definitions shall apply to this cause:
- 16.1.1. Intellectual Property Rights: patents, rights to Inventions, copyrights and related rights, trademarks, trade names and domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.
- 16.1.1.1. Inventions: inventions, ideas and improvements, whether or not patentable, and whether or not recorded in any medium.
- 16.2. You acknowledge that any Intellectual Property Rights arising out of any creations or inventions that are developed in the course of your employment remain the property of the JCR.
- 16.3. You acknowledge that all Intellectual Property Right subsisting (or which may in the future subsist) in all such Inventions and works shall automatically, on creation, vest in the JCR absolutely.



- 16.4. You agree to promptly execute all documents and do all acts as may, in the opinion of the JCR, be necessary to give effect to this clause.

17. CAPACITY, DISCIPLINARY AND GRIEVANCE PROCEDURES

- 17.1. The JCR's Capability, Disciplinary and Grievance Procedures are set out in the JCR's Policy Document on Discipline.
- 17.1.1. The procedures are not contractual and may be amended by the JCR from time-to-time.
- 17.2. In the event that you are suspected of having committed gross misconduct, or where (in the opinion of the JCR) the circumstances otherwise warrant it, the JCR may suspend you on full pay pending the outcome of the disciplinary procedure.
- 17.2.1. Such suspension is a neutral act and not a disciplinary sanction.
- 17.3. If you are dissatisfied with any disciplinary decision relating to you (including a decision to dismiss), you may appeal in writing in accordance with the disciplinary procedure.
- 17.4. If you have any grievance relating to your employment you should in the first instance refer the grievance, either orally or in writing, to the Chair of Trustees, and the matter will be discussed informally. If you remain dissatisfied the grievance procedure should continue to be followed, which can be found in the JCR's policies and procedures.

18. HEALTH AND SAFETY

- 18.1. Under the Health and Safety Act 1974 and subsequent legislation, the JCR is obligated to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health.
- 18.2. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.
- 18.3. The JCR will provide you with any necessary on-the-job specific training required; all such training is mandatory for staff. Any induction and associated training identified as part of the probation period, should be completed before the end of the probation period.
- 18.3.1. Failure to undertake or satisfactorily complete training when provided may lead to the JCR taking action against you including the possible termination of your employment.

19. SCOPE OF CONTRACT

- 19.1. This Contract shall take effect in substitution for any previous contract of employment existing between the JCR and you and as from the date hereof any such previous contract shall cease to have effect but without prejudice to any right of action which has arisen or notice or warning given



thereunder. This Contract states the entire terms and conditions of your employment to the exclusion of any other premises or representations whether oral or written.

- 19.2. The parties to this Contract reserve all rights to vary, rescind or alter the terms of this Contract at any time without reference to any person who is not named as a party to this Contract.

20. VARIATIONS OF CONTRACT

- 20.1. The JCR reserves the right to make reasonable changes to any of your terms and conditions of employment and will notify you in writing of such changes prior to their taking effect.
- 20.2. Such changes will be deemed to have been accepted unless you notify the JCR of any objection in writing within one month of being notified of the changes.

21. RESTRICTIVE COVENANT

- 21.1. On leaving the JCR, I agree not to undertake provision of the same services / products as supplied by St Cuthbert's Society Junior Common Room either from my own business, or the employment of any business or charity perceived by the JCR Board of Trustees to be working contrary to the charitable goals of the JCR, for a period of two years, unless this is specifically agreed by St Cuthbert's Society Junior Common Room. The JCR will only enforce that which is reasonable to protect its charitable goals.

22. SIGNATURE AND AGREEMENT

For and on behalf of: St Cuthbert's Society Junior Common Room, Charity no.1168134; reg. Address: St Cuthbert's Society, 12 South Bailey, Durham, Durham, DH1 3EE

Signed:

Print Name:

Witnessed by:

Date:

For and on behalf of:

Signed:

Print Name:



Witnessed by:

Date: