

# St Cuthbert's Society JCR

## Article 1 Electable Positions in the JCR



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## **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

**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](https://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.

**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.

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.

2.1.1.3. Candidates shall be required to undergo the sabbatical officer interview process to be eligible to stand for this method of election.

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) 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, as far as the governing documents permit, and act as a forum for discussion of the JCR's operations, to advise the President of the Society and other JCR officers.
  - 3.1.1.1. Executive Committee meetings shall be called by the President of the Society.
  - 3.1.1.2. The Committee shall be chaired by the President of the Society and minuted by the Vice-President.
  - 3.1.1.3. It shall meet at least thrice termly.
  - 3.1.1.4. The agenda of each meeting shall be shared with the Communities Committee in advance of each meeting.
- 3.1.2. The Executive Committee shall consist of:
  - 1) President of the Society,
  - 2) Vice-President,

- 3) JCR Treasurer,
  - 4) Senior Welfare Officer,
  - 5) Facilities Manager,
  - 6) Publicity Officer,
  - 7) Outreach Chair,
  - 8) Society Librarian,
  - 9) Social Chair,
  - 10) Postgraduate and Mature Students Chair,
  - 11) JCR Chair
  - 12) Students Union Representative,
  - 13) Development Officer,
  - 14) Sports and Societies Chair, and
  - 15) Communities Chair.
- 3.1.3. All Executive Committee members shall perform any other reasonable duties as requested by the President of the Society.
- 3.1.4. The JCR empowers the Executive Committee to hold any JCR Officer personally liable for any expenditure not previously agreed by the JCR, or the Executive Committee.
- 3.1.5. The Executive Committee have the authority to approve expenditure on the behalf of Finance Committee when it has not yet been appointed.
- 3.1.6. Any resolution involving expenditure at an Executive Committee meeting must be approved by the relevant authorities required by the Budgeting Order.
- 3.1.7. Members of the Executive Committee who live in college accommodation shall represent the views and concerns of Livers In to the Executive Committee.
- 3.1.8. There shall be a priority system for allocating the rooms in college set aside for the Executive Committee:
- 3.1.8.1. The available rooms on each site will be offered sequentially to elected officers according to the priorities list.
  - 3.1.8.2. After being elected, officers who wish to live in must declare this within one week, and the site on which they wish to live.
  - 3.1.8.3. If they do not, they will lose their priority, and the rooms will be offered to officers who are elected later.
  - 3.1.8.4. 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.
  - 3.1.8.5. If, after the entire Executive Committee has 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.

3.1.8.6. The President of the Society and the JCR Treasurer will not be included in this system as they are required to live in, and the relevant flats will always be reserved for them.

3.1.8.7. The Senior Welfare officer will not be permitted an Exec room.

3.1.8.8. 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 President,
- 5) Social Chair,
- 6) Sports and Societies Chair,
- 7) JCR Chair,
- 8) Students Union Representative,
- 9) Development Officer,
- 10) Publicity Officer, and
- 11) Outreach Chair.

3.1.8.9. The priority list for the Brooks room(s) will be as follows:

- 1) Postgraduate and Mature Students President,
- 2) Facilities Manager,
- 3) Vice-President,
- 4) Social Chair,
- 5) Development Officer,
- 6) JCR Chair,
- 7) Students Union Representative,
- 8) Sports and Societies Chair,
- 9) Publicity Officer,
- 10) Outreach Chair, and
- 11) Society Librarian.

3.1.9. Members of the Executive Committee, may at the discretion of the President and Social Chair receive up to 40% discounts on ticket prices for college events, on the premise that they are fulfilling their Executive role adequately, and are involved in the setting up, organising or clearing up of the event. If they are deemed to not be fulfilling their role adequately no discount will be received.

## **3.2. President of the Society**

3.2.1. Elected via: Method I (Presidential), Meeting 2.1.

3.2.2. 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.



- 3.2.3. 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.
- 3.2.4. They shall live in Society accommodation on the Bailey.
- 3.2.5. 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.
- 3.2.6. The Presidential Contract of Service shall stipulate a wage in line with the National Living Wage with the full accommodation offset rate applied.
- 3.2.7. 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.
- 3.2.8. A copy of the Presidential Contract of Service shall be appended to this Order.

### **3.3. Vice-President**

- 3.3.1. Elected via: Method I, Meeting 2.1.
- 3.3.2. Their duties shall be to:
- 1) Be available to perform any reasonable duties for and on behalf of the President of the Society where required,
  - 2) Act as secretary to the JCR, taking minutes of all JCR Meetings and some JCR Committees,
  - 3) Produce a JCR Freshers' Handbook on a schedule that allows it to be circulated prior to freshers' arrivals, and
  - 4) Ensure JCR policies are accessible to the membership and up-to-date on the website.

### **3.4. JCR Treasurer**

- 3.4.1. Elected via: Method I, Meeting 2.2.
- 3.4.1.1. Candidates for this role shall be required to undergo and pass the Sabbatical Officer Interview Process.
- 3.4.2. 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) Maintain a record of the JCR levy payment list, and
  - 5) Work with the President of the Society to ensure that the JCR is GDPR and charity law compliant.
- 3.4.3. The JCR Treasurer, with approval from Finance Committee, may delegate responsibility for the management of particular budgets or bank accounts to a specified member of Finance Committee.

### **3.5. Society Librarian**

- 3.5.1. Elected via: Method I, Meeting 2.3.
- 3.5.2. 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,
  - 4) Ensure the funding of the Society Library through liaison with the relevant member(s) of Society staff, and
  - 5) Manage the Computer Room in Refounders.
- 3.5.3. For the duration of their term in office, the Society Librarian will be a Stock Manager.
- 3.5.4. They must have been listed on the Library Staff Rota for at least one term in order to be eligible to stand.

### **3.6. Senior Welfare Officer**

- 3.6.1. Elected via: Method I, Meeting 2.1.
- 3.6.2. Their duties shall be to:
- 1) Manage the operations of all JCR welfare services, including chairing the Welfare Committee,
  - 2) Attend relevant training events, including Nightline training and the Durham Students' Union provided Mental Health First Aid training,
  - 3) Attend supervision with the Society Support Officer as needed,
  - 4) Assist and support the Campaign Team Manager with organising campaigns,
  - 5) Organise the distribution of sexual health, sanitary, or other supplies to JCR members,

- 6) Collaborate with the minority representatives to arrange and run consent and inclusivity workshops during Freshers' Week,
- 7) Organise a rota of drop-in hours amongst suitably trained members of the Welfare Committee, and
- 8) Be available during drop-in hours (minimum 2hrs 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.

3.6.3. This is not a counselling position.

### **3.7. Outreach Chair**

3.7.1. Elected via: Method I, Meeting 2.2.

3.7.2. 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.

### **3.8. Postgraduate and Mature Students' President**

3.8.1. Elected via: Method I, Meeting 2.3.

3.8.2. 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').

### **3.9. Sports and Societies Chair**

3.9.1. Elected via: Method I, Meeting 2.2.

3.9.2. 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 Reporter,
- 6) Remind all club/society captains/presidents prior to each JCR General Meeting that if the JCR's budgeted contribution to that Sport or Society meets or exceeds £300 per year then at least one member must attend every JCR General Meeting, and that all sports and societies must send representation to General Meeting 3.2 (The Budget Meeting), and
- 7) Prepare a roundup of the activities of Cuth's sports and societies, to present at each general meeting of the JCR.

### **3.10. Social Chair**

3.10.1. Elected via: Method I, Meeting 2.2.

3.10.2. 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.

3.10.3. The Social Chair shall receive a free ticket to any college event that they organise, on the premise that they are fulfilling their role adequately.

### **3.11. Publicity Officer**

3.11.1. Elected via: Method I, Meeting 2.2.

3.11.2. Their duties shall be to:

- 1) Manage St Cuthbert's Society JCR's social media presence,

- 2) Oversee the brand identity of St Cuthbert's Society JCR,
- 3) Write and distribute the weekly newsletter,
- 4) Ensure that all JCR operations are well-publicised, working with JCR Officers, Sports and Societies, and members as required,
- 5) Oversee the website, supervise the Webmaster, and maintain the website when there is no Webmaster in office, and
- 6) Organise, order, advertise, and sell St Cuthbert's Society merchandise (stash) including that worn by Freshers' Week Reps and Open Day Reps.

### **3.12. JCR Chair**

3.12.1. Elected via: Method I, Meeting 2.2.

3.12.2. Their duties shall be:

- 1) Call, advertise, and chair all General, Extraordinary, Constitutional, and Governance Committee Meetings,
- 2) Receive motions and produce an agenda for all general meetings of the JCR,
- 3) Be available to advise JCR Members on matters concerning the Constitution, Standing Orders, Policy Documents, and the day-to-day running of the JCR,
- 4) To keep the Standing Orders updated and well maintained and to ensure that the most recent version is easily available to all JCR members,
- 5) To keep a record of resolutions adopted in general meetings of the JCR updated and well maintained, and
- 6) Communicate the resolutions and actions mandated by the membership in JCR Meetings, and prepare a report on them each term.

3.12.3. 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.

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

### **3.13. Facilities Manager**

3.13.1. Elected via: Method I, Meeting 2.2.

3.13.2. Their duties shall be to:

- 1) Maintain all JCR-operated facilities, ensuring they are safely used by and easily accessible to all JCR members,
- 2) Manage the facilities-related work of the Tech Chair and Music Representative and provide basic coverage of their roles should they be unfilled, and
- 3) Organise Facilities Committee and propose improvements and spending to the committee.

### **3.14. Students' Union and Livers-Out Representative**

3.14.1. A person may be elected to this position via two possible routes:

3.14.1.1. If the winning candidate of the SU Assembly Representative election is a member of St Cuthbert's Society JCR, they shall be automatically co-opted into this position and considered a Method I position-holder, or

3.14.1.2. If the winning candidate of the SU Assembly Representative election is not a member of St Cuthbert's Society JCR at the moment of the closure of nominations, at the following JCR Meeting this position shall be elected via Method I election, unless the position of SU Assembly Representative is vacated before this position is filled, in which case the election for SU Assembly Representative shall be reopened again first.

3.14.2. Their duties shall be to:

- 1) Represent the JCR to Durham Students' Union at all meetings they are invited to attend,
- 2) Organise and supervise the Students' Union Committee,
- 3) Report DSU policy, initiatives and activities to the JCR,
- 4) Liaise with DSU Officers and staff as required,
- 5) Ensure the views and concerns of Livers Out are represented to the Executive Committee,
- 6) Produce a Livers Out Handbook, and
- 7) Maintain Cuth's Housing Network or equivalent to support Cuth's students in finding housemates.

### **3.15. Development Officer**

3.15.1. Elected via: Method I, Meeting 2.2.

3.15.2. Their duties shall be to:

- 1) Oversee the JCR's engagement with alumni,
- 2) Maintain relations with the Alumni Association and liaise with them regarding events, fundraisers, programs, and anything else of relevance,
- 3) Develop programs, run events and provide information to support the personal development and career goals of JCR members,

- 4) Work with college staff to improve the Society's alumni relations, organise events and provide development opportunities,
- 5) Assist the JCR Treasurer in identifying sponsorship opportunities,
- 6) Assist the Postgraduate and Mature Students' Committee in organising academic events, and
- 7) Organise college families.

### **3.16. Communities Chair**

3.16.1. Elected via: Method I, Caucus Voting Procedure, Meeting 2.2

3.16.2. Their duties shall be to:

- 1) Chair the Communities Committee,
- 2) Supervise and assist with all activities relating to marginalised group Representatives, helping to organise campaigns and events where appropriate,
- 3) In the event a position goes unfilled, will help carry out or otherwise allocate the basic duties of a marginalised group representative where relevant, and advertise the position to the relevant community,
- 4) Under the supervision of the International Representative and the PGM president, help with the organisation and running of international freshers' week and postgraduate and mature students' freshers week,
- 5) Assist the President and Head Frep with the planning and running of prep and Freshers' Weeks, especially regarding Marginalised Group Rep and Communities Committee activities,
- 6) Collaborate with the senior welfare officer and marginalised group representatives to arrange and run consent and inclusivity workshops during Freshers' Week,
- 7) Collate and discuss views of marginalised group Representatives and wider concerns from marginalised communities, and bring these forward to the executive committee, SU committee and any other suitable bodies.
- 8) Work alongside Chairs of JCR committees so that the relevant reps are invited to meetings and provide recommendations for which reps should receive an invite. This would be in the event that the matters to be discussed are particularly relevant to a rep within CommsComm,
- 9) Sit on and work with the college's EDI committee in assessing college culture and moving towards a more diverse and respectful Cuth's,
- 10) Organise intersectional campaigns and forums on issues which affect JCR students, collaborating with other

organisations where appropriate, as well as organise intersectional events,

11) Collaborate with the Sports and Societies officer to make sure sports and societies remain/become as inclusive, accessible and respectful as possible, and

12) Be responsible for the fair and equitable distribution of the Communities Committee budget.

3.16.3. Candidates for this role should identify as part of a marginalised group

3.16.4. Where this role is vacated, a member of Communities Committee will be selected by the committee to hold the role of Interim-Chair until a new Communities chair can be properly elected. Any member of the Communities Committee elected prior to the meeting held to elect the Interim Chair shall be eligible to run for the position. The Interim-Chair is not a member of the Executive Committee, but would still be invited to attend meetings. The Interim-Chair would also not be expected to take on any additional duties except charring meetings and anything else that was pressing.

#### **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 not show bias or preference towards any candidate during any JCR elections. They must abstain



from voting in Method II elections, and may not be a 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,
- 4) To take over the duties of the Senior Returning Officer should they step down from their position, and
- 5) Carry out the role of Stool should the Stool be unavailable.

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,

- 4) Chair any General, Extraordinary, Constitutional or Governance Committee meetings in the absence of the JCR Chair,
- 5) To organise the prizes and run the raffle during the JCR meeting, and
- 6) Carry out the role of JRO should one or more of the JROs be unavailable.

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 JCR Treasurer.

5.1.2. It shall be chaired by the JCR Treasurer 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) JCR Treasurer,
- 2) President of the Society,
- 3) Vice President,
- 4) Assistant Treasurer, and
- 5) 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 JCR Treasurer at the JCR Meeting, is to be regarded as advisory.

5.1.9. Finance Committee will assist the JCR Treasurer 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 JCR Treasurer 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 JCR Treasurer 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 JCR Treasurer 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 JCR Treasurer 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 JCR Treasurer 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 JCR Treasurer.

## **5.2. Assistant Treasurer**

5.2.1. Elected via: Method III

5.2.2. Their duties shall be to:

- 1) Oversee and authorise reclaims, and
- 2) Assist the JCR Treasurer in performing any other reasonable duties that they deem suitable.

5.2.3. The overseer for this role shall be the JCR Treasurer.

## **5.3. Finance Committee Member**

5.3.1. Elected via: Method III.

5.3.2. Their duties shall be to:

- 1) Attend Finance Committee meetings,
- 2) Assist the JCR Treasurer with decisions relating to the JCR budget,
- 3) Assist the JCR Treasurer in ensuring all reclaim receipts have been received, and
- 4) Audit JCR accounts to check for numerical accuracy and validity.

5.3.3. Finance Committee Members shall have no pre-assigned roles, but may be allocated roles as the JCR Treasurer sees fit.

5.3.4. The overseer of this role is the JCR Treasurer.

## **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 appointed secretary.

6.1.2.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.

6.1.3. It shall meet at least once a term.

- 6.1.4. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.
- 6.1.5. It shall consist of:
- 1) Senior Welfare Officer,
  - 2) President of the Society,
  - 3) Vice-President,
  - 4) Welfare Officer,
  - 5) Welfare Officer (Male),
  - 6) Welfare Officer (Female),
  - 7) Welfare Campaigns Team Manager,
  - 8) Students with Disabilities (SwD) Representative,
  - 9) LGBTQ+ Representative,
  - 10) People of Colour (PoC) Representative,
  - 11) Working Class Students' (WCS) Representative,
  - 12) Local Student's Representative,
  - 13) International Representative,
  - 14) Mature Students' Representative
  - 15) Postgraduate Welfare representative, and
  - 16) Any other JCR officer on invitation of the chair.

## **6.2. Welfare Officer x3**

- 6.2.1. Elected via: Method I, Meeting 2.3.
- 6.2.2. Their duties shall be to:
- 1) Attend relevant training events, including Nightline training and the Durham Students' Union provided Mental Health First Aid training,
  - 2) Attend supervision with the Society Support Officer as needed,
  - 3) 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,
  - 4) Attend and contribute to the Welfare Committee and the Welfare Campaigns Committee, and
  - 5) Assist the Senior Welfare Officer as needed.
- 6.2.3. One of the Welfare Officers should be designated as Male and one as Female, though anyone can run for any of the roles
- 6.2.4. 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 Campaigns Team Manager.
  - 7.1.2. It shall be chaired by the Campaigns Team Manager and minuted by the appointed secretary.
    - 7.1.2.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.
  - 7.1.3. It shall meet at least termly to plan, organise and set about campaigns.
  - 7.1.4. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.
  - 7.1.5. It shall consist of:
    - 1) Senior Welfare Officer,
    - 2) 3x Welfare Officers,
    - 3) President of the Society,
    - 4) Vice-President,
    - 5) Students with Disabilities (SwD) Representative,
    - 6) Working Class Students' (WCS) Representative,
    - 7) LGBTQ+ Representative,
    - 8) People of Colour (PoC) Representative,
    - 9) Year Abroad and Placement Representative,
    - 10) Local Students' Representative,
    - 11) Postgraduate Welfare Representative,
    - 12) Welfare Campaign Team Manager
    - 13) Welfare Publicity Campaigns Officer,
    - 14) Welfare Events Campaigns Officer,
    - 15) Welfare Campaigns Team Member x5, and
    - 16) Mature Students' Representative.
  - 7.1.5.1. The Minority Representatives (SwD Reps, LGBTQ+ Reps, PoC Reps, WCS Reps) shall ensure campaigns are inclusive.
  - 7.1.5.2. Access to the Cuth's Welfare Instagram is restricted to the President of the Society, Senior Welfare Officer, Welfare Officer, Female Welfare Officer, Male Welfare Officer, and the Welfare Campaigns Team Manager. Confidentiality shall be managed in line with the JCR Welfare Policy.

## **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, and
- 4) Attend and run campaign events.

### **7.3. Welfare Publicity Campaigns Officer**

7.3.1. Elected via: Method III.

7.3.2. Their duties shall be to:

- 1) Aid the Welfare Campaigns Manager with a focus on publicity material for campaigns,
- 2) Attend welfare campaigns team meetings and offer ideas and suggestions relating to upcoming campaigns, and
- 3) Assist with the preparation, organisation and distribution of social media content for the welfare campaigns.

7.3.3. Their overseer shall be the Welfare Campaigns Team Manager.

### **7.4. Welfare Events Campaigns Officer**

7.4.1. Elected via: Method III.

7.4.2. Their duties shall be to:

- 1) Aid the Welfare Campaigns Manager with a focus on researching material,
- 2) Attend welfare campaigns team meetings and offer ideas and suggestions relating to upcoming campaigns, and
- 3) Assist the campaigns team manager with the preparation and organisation of the welfare campaigns events.

7.4.3. Their overseer shall be the Welfare Campaigns Team Manager.

### **7.5. Welfare Campaigns Team Member x 5**

7.5.1. Elected via: Method III.

7.5.2. Their duties shall be to:

- 1) Attend meetings of the Welfare Campaigns Team,
- 2) Contribute ideas towards campaigns,
- 3) Aid the rest of the welfare campaigns team as assigned by the Welfare Campaigns Team manager, and
- 4) Attend campaign events.

7.5.3. Their overseers shall be the Welfare Campaigns Team Manager.

## **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 the JCR Executive Committee meetings and advise the Communities Chair of any concerns raised by members of marginalised 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 be called and chaired by the Communities Chair.
- 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) Communities Chair
  - 2) President of the Society,
  - 3) Vice-President,
  - 4) Students with Disabilities (SwD) Representative,
  - 5) Working Class Students' (WCS) Representative,
  - 6) LGBTQ+ Representative
  - 7) People of Colour (PoC) Representative,
  - 8) International Representative,
  - 9) Assistant Students with Disabilities Representative,
  - 10) Assistant Working Class Students' Representative,
  - 11) Assistant LGBTQ+ Representative,
  - 12) Transgender and Non-Binary Representative,
  - 13) Assistant People of Colour representative,
  - 14) Assistant International Representative,
  - 15) Local Students' Representative,
  - 16) Postgraduate and Mature Students' President, and
  - 17) Mature Students' Representative.
- 8.1.6. All positions elected by Method I on this committee, excluding the President of the Society, Vice-President and Postgraduate and Mature Students' President, shall be elected by caucus voting procedure.



## **8.2. Students with Disabilities (SwD) Representative**

8.2.1. Elected via: Method I, Meeting 3.1.

8.2.2. Their duties shall be to:

- 1) Act as a representative for JCR members with a mental or physical disability,
- 2) Hold the position of President of Cuth's Students with Disabilities Society,
- 3) Help to provide access to welfare and support to those students who may require it,
- 4) Campaign and raise awareness for issues that may affect students with disabilities,
- 5) Attend relevant welfare training events as required by the Senior Welfare Officer,
- 6) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to act as a listening and signposting service, and
- 7) Liaise with Durham University Disability Support and SwDA (Students with Disabilities Association), attending any relevant training.

8.2.3. This is not a counselling position.

## **8.3. Working Class Students'(WCS) 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 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 for issues that may affect working class students,
- 4) Run events targeted at working class students,
- 5) Attend relevant welfare training events as required by the Senior Welfare Officer,
- 6) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to act as a listening and signposting service, and
- 7) Liaise with WCSA (Working Class Students' Association), attending any relevant training.

8.3.3. This is not a counselling position.

## **8.4. LGBTQ+ Representative**

8.4.1. Elected via: Method I, Meeting 3.1

8.4.2. Their duties shall be to:

- 1) Act as a representative for JCR members who identify as LGBTQ+,
- 2) Hold the position of President of Cuth's LGBTQ+ Society,
- 3) Help to provide access to welfare and support to those students who may require it,
- 4) Campaign and raise awareness for issues that may affect students who identify as LGBTQ+,
- 5) Run events targeted at students who identify as LGBTQ+,
- 6) Attend relevant welfare training events as required by the Senior Welfare Officer,
- 7) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to act as a listening and signposting service, and
- 8) Liaise with LGBT+ Association, attending any relevant training.

8.4.3. This is not a counselling position.

## **8.5. People of Colour (PoC) Representative**

8.5.1. Elected via: Method I, Meeting 3.1.

8.5.2. Their duties shall be to:

- 1) Act as a representative for JCR members who are students of colour or otherwise identify as an ethnic minority,
- 2) Hold the position of President of Cuth's People of Colour Society,
- 3) Help to provide access to welfare and support to those students who may require it,
- 4) Campaign and raise awareness for issues that may affect students of colour and students who may otherwise identify as ethnic minorities,
- 5) Run events targeted at students of colour and students who may otherwise identify as ethnic minorities,
- 6) Attend relevant welfare training events as required by the Senior Welfare Officer,
- 7) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to act as a listening and signposting service, and
- 8) Liaise with DPoCA (Durham People of Colour Association), attending any relevant training.

8.5.3. This is not a counselling position.

## **8.6. International Representative**

8.6.1. Elected via: Method I, Meeting 3.1.

8.6.2. Their duties shall be to:

- 1) Act as a representative for JCR members who are international students,
- 2) Organise the welcome of international students to St. Cuthbert's Society,
- 3) Help to provide access to welfare and support to those students who may require it,
- 4) Campaign and raise awareness for issues that may affect international students,
- 5) Run events targeted at international students,
- 6) Attend relevant welfare training events as required by the Senior Welfare Officer,
- 7) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to act as a listening and signposting service,
- 8) Liaise with the ISA (Durham International Students' Association), attending any relevant training, and
- 9) Chair International Committee.

8.6.3. This is not a counselling position.

## **8.7. Assistant Students with Disabilities Representative**

8.7.1. Elected via: Method II, Meeting 1.2.

8.7.2. 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, and
- 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.

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

## **8.8. Assistant Working Class Students' Representative**

8.8.1. Elected via: Method II, Meeting 1.2.

8.8.2. 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, and
- 4) Liaise with the Durham Working Class Students Association when necessary and attend any relevant training by the DSU WCS Association.

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

## **8.9. Assistant LGBTQ+ 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 identify as LGBTQ+,
- 2) Help provide safe spaces for JCR members who identify as LGBTQ+,
- 3) Campaign and raise awareness of issues that may affect JCR members who identify as LGBTQ+, 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 LGBTQ+ Association when necessary and attend any relevant training by the DSU LGBTQ+ association, and
- 5) Hold the executive position of Cuth's LGBTQ+ Society of Co-Vice President

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

## **8.10. Transgender and Non-Binary Representative**

8.10.1. Elected via: Method II, Meeting 1.2.

8.10.2. Their duties shall be to:

- 1) Act as a representative for JCR members who identify as Transgender and Non-Binary,
- 2) Help to provide access to welfare and support to those students who may require it,
- 3) Campaign and raise awareness for issues that may affect students who identify as Transgender and Non-Binary,
- 4) Run events targeted at students who identify as Transgender and Non-Binary,
- 5) Attend relevant welfare training events as required by the Senior Welfare Officer,
- 6) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to act as a listening and signposting service,
- 7) Liaise with the Durham University Trans Association, attending any relevant training, and
- 8) Hold the executive position of Cuth's LGBTQ+ Society of Co-Vice President.

8.10.3. This is not a counselling position.

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

### **8.11. Assistant People of Colour 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 are who are students of colour or otherwise identify as an ethnic minority,
- 2) Help provide safe spaces for JCR members who are students of colour and students who may otherwise identify as ethnic minorities,
- 3) Campaign and raise awareness of issues that may affect JCR members who are students of colour and students who may otherwise identify as ethnic minorities, 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, and
- 4) Liaise with the Durham University People of Colour association when necessary and attend any relevant training by the DSU Trans association.

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

### **8.12. Assistant International Representative**

8.12.1. Elected via: Method II, Meeting 1.2.

8.12.2. 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, and
- 5) Liaise with the Durham International Students Association when necessary and attend any relevant training by this Association.

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

### **8.13. Local Students' Representative**

8.13.1. Elected via: Method II, Meeting 3.1.

8.13.2. Their duties shall be to:

- 1) Act as a representative for JCR members who are local students,
- 2) Help to provide access to welfare and support to those students who may require it,
- 3) Campaign and raise awareness for issues that may affect local students,
- 4) Run events targeted at local students,
- 5) Attend relevant welfare training events as required by the Senior Welfare Officer, and
- 6) Be available for a maximum of 2 drop-in hours per week in appropriate locations, or via email, to act as a listening and signposting service.

8.13.3. This is not a counselling position.

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

## **9. Outreach Committee**

**9.1.** There shall exist an Outreach Committee whose purpose and responsibilities shall be to:

- 1) Establish, oversee and promote volunteering opportunities independently within the Society,
- 2) Fundraise for and showcase local charitable organisations, as well as national and international charities,
- 3) Promote and encourage involvement in wider university volunteering opportunities,
- 4) Plan and execute fundraising and charity events throughout the academic year.

9.1.1. The Outreach Committee shall consist of 2 sub-committees with the following titles and responsibilities:

9.1.1.1. Outreach Fundraising Committee

- 1) Fundraise for and showcase local charitable organisations, as well as national and international charities, and
- 2) Plan and execute fundraising and charity events throughout the academic year.

9.1.1.2. Outreach Volunteering Committee

- 1) Establish, oversee and promote volunteering opportunities independently within the Society, and
- 2) Promote and encourage involvement in wider university volunteering opportunities.

9.1.2. Both sub-committees will be called by the Outreach Chair.

9.1.3. Both shall be chaired by the Outreach Chair and minuted by the appointed secretary.

9.1.3.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.

9.1.4. Both sub-committees shall meet together as one committee at least twice per term.

9.1.5. The sub-committees shall meet individually at least once per term.

9.1.6. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.

9.1.7. The sub-committees shall consist of the following members:

- 1) Fundraising Committee
  - a) Outreach Chair,
  - b) President of the society,
  - c) Vice-President,
  - d) Fundraising Representative

- e) Outreach Publicity Officer,
  - f) Events Manager, and
  - g) 3 x Outreach fundraising committee members.
- 2) Volunteering Committee
- a) Outreach Chair,
  - b) President of the society,
  - c) Vice-President,
  - d) Outreach Publicity Officer,
  - e) Project Coordinator,
  - f) Volunteer Representative, and
  - g) 2 x Outreach volunteering committee members.

## **9.2. Fundraising Representative**

9.2.1. Elected via: Method III.

9.2.2. Their duties shall be to:

- 1) Stay informed about charity fundraising events within Cuth's, the university, and wider local area around,
- 2) Communicate with other fundraising representatives at other colleges to promote fundraising events to encourage collaborative projects and events, and
- 3) Feedback to Outreach Committee about progress with Society fundraising events, and university-wide fundraising events.

9.2.3. The overseer for this role shall be the Outreach Chair.

## **9.3. Outreach Publicity Officer**

9.3.1. Elected via: Method III.

9.3.2. 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.

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

## **9.4. Events Manager**

9.4.1. Elected via: Method III.

9.4.2. 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.

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

## **9.5. Project Coordinator**

9.5.1. Elected via: Method III.

9.5.2. 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.

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

#### **9.6. Volunteer Representative**

9.6.1. Elected via: Method III.

9.6.2. Their duties shall be to:

- 1) Oversee the management of volunteers within the Society, and
- 2) Coordinate with other organisations that provide volunteering opportunities and liaise with the project coordinator or any relevant party, to manage volunteers.

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

#### **9.7. Outreach Fundraising Committee Member**

9.7.1. Elected via: Method III.

9.7.2. Their duties shall be to:

- 1) Attend meeting of Outreach Fundraising 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 fundraising events as requested by the Outreach Chair.

9.7.3. 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 3 of these positions shall be filled.

#### **9.8. Outreach Volunteering Committee Member**

9.8.1. Elected via: Method III.

9.8.2. Their duties shall be to:

- 1) Attend meeting of Outreach Volunteering 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 execution of outreach volunteering events as requested by the Outreach Chair.

9.8.3. The overseer for this position shall be the Outreach Chair. It is at the discretion of the Outreach Chair as to whether all 2 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' President.
- 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' President,
  - 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,
  - 12) Postgraduate Welfare Representative,
  - 13) PGCE Students' Representative, and
  - 14) General Committee Member x 2.
- 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' President on all matters,
  - 2) Represent the Postgraduate and Mature Students' President 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' President.

## **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 Treasurer 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' President.

## **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' President.

## **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' President.

#### **10.6. Mature Students' Representative**

- 10.6.1. Elected via: Method III.
- 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 shall be the Postgraduate and Mature Students' President.

#### **10.7. Postgraduate Representative**

- 10.7.1. Elected via: Method III.
- 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 shall be the Postgraduate and Mature Students' President.

#### **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' President.

#### **10.9. Postgraduate and Mature Students' Students' Union Representative**

10.9.1. Their duties shall be to:

- 1) Represent the views of this committee to and sit on SU Committee.

10.9.2. Elected by the membership of the Postgraduate and Mature Students' Committee.

#### **10.10. Fourth Year Representative**

10.10.1. Elected via: Method III.

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.

10.10.3. The overseer for this role shall be the Postgraduate and Mature Students' President.

#### **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.

10.11.3. The overseer for this role shall be the Postgraduate and Mature Students' President.

#### **10.12. PGCE Students' Representative**

10.12.1. Elected via: Method III

10.12.2. Their duties shall be to:

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

- 10.12.3. The overseer for this role shall be the Postgraduate and Mature Students' President.

### **10.13. General Committee Member**

- 10.13.1. Elected via: Method III
- 10.13.2. Their duties shall be to:
- 1) Assist members of Postgraduate and Mature Students' Committee,
  - 2) Offer ideas and suggestions to Postgraduate and Mature Students' Committee, and
  - 3) Help out at Postgraduate and Mature Students' Events.
- 10.13.3. The overseer for this role shall be the Postgraduate and Mature Students' President.

## **11. Sports and Societies Committee**

- 11.1. There shall exist a Sports and Societies Committee who shall have responsibility for assisting, publicising and promoting involvement in all JCR sports and societies.
- 11.1.1. It shall be called by the Sports and Societies Chair.
- 11.1.2. It shall be minuted by the Vice-President.
- 11.1.3. It shall meet at least one per term, unless unanimous agreement is reached by the committee that a meeting is not necessary.
- 11.1.4. It shall consist of:
- 1) Sports and Societies Chair,
  - 2) President of the Society,
  - 3) Vice-President,
  - 4) Sports and Societies Reporter,
  - 5) Sports Representative, and
  - 6) Societies Representative.

### **11.2. Sports and Societies Reporter**

- 11.2.1. Elected via: Method III.
- 11.2.2. Their duties shall be to:
- 1) Assist the Sports and Societies Chair, Sports Representative and Societies Representative with the creation of content for relevant social media accounts,
  - 2) Attend sports fixtures and society events to report and write articles that may be featured in the Cuth's newsletter, 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.

11.2.3. Attendance of and reporting on events shall be done on a free-lance basis, as and when desired.

11.2.4. The overseer for this position shall be the Sports and Societies Chair.

### **11.3. Sports Representative**

11.3.1. Elected via: Method II, Meeting 1.3.

11.3.2. Their duties shall be to:

- 1) Assist the Sports and Societies Chair in supporting JCR sports teams and clubs,
- 2) Help in the organisation and running of the Freshers' Fair and Refreshers' Fair,
- 3) Publicise events and results of JCR sports teams and clubs on Social Media - in liaison with the Sports and Societies Reporter,
- 4) Promote involvement in JCR sport, and
- 5) Assist the Sports and Societies Chair in coordinating activities with Team Durham.

11.3.3. The overseer for this role if this becomes a Method III Application position shall be the Sports and Societies Chair.

### **11.4. Societies Representative**

11.4.1. Elected via: Method II, Meeting 1.3.

11.4.2. Their duties shall be to:

- 1) Assist the Sports and Societies Chair in supporting JCR societies,
- 2) Help in the organisation and running of the Freshers' Fair and Refreshers' Fair,
- 3) Publicise events held by JCR Societies on Social Media - in liaison with the Sports and Societies Reporter,
- 4) Promote involvement in JCR societies, and
- 5) Promote the creation of new societies.

11.4.3. The overseer for this role if this becomes a Method III Application position shall be the Sports and Societies Chair.

## **12. Facilities Committee**

12.1. There shall exist a Facilities Committee who shall have responsibility for the maintenance and improvement of all JCR operated facilities, with the exception of the Society Library. These include but are not limited to: the gyms, the music room, tech equipment, and all common spaces.

- 12.1.1. There shall be a termly meeting of the Facilities Committee, with the date to be decided by the Facilities Manager.
- 12.1.2. If a meeting is required, it shall be called and chaired by the Facilities Manager and minuted by the appointed secretary.
  - 12.1.2.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.
- 12.1.3. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.
- 12.1.4. The Facilities Committee shall have one sub-committee, the Green Machine sub-committee, which shall have responsibility for:
  - 1) Cataloguing and maintaining the JCR's inventory of sound, light and stage effects tech,
  - 2) Facilitating Tech hires with individuals and groups both inside and out of Cuth's,
  - 3) Setting up and managing tech at JCR events when required, and
  - 4) Managing tech at non-Cuth's events when hired to.
  - 12.1.4.1. It shall be called by the Tech Chair and shall not be minuted.
  - 12.1.4.2. It shall consist of:
    - 1) Tech Chair,
    - 2) Facilities Manager,
    - 3) JCR Treasurer,
    - 4) Vice-President,
    - 5) Assistant Tech Chair, and
    - 6) General Technician (s).
  - 12.1.4.3. The number of General Technicians shall be at the discretion of the Tech Chair, but should not be less than two.

## **12.2. The Tech Chair**

- 12.2.1. Elected via: Method III
- 12.2.2. The Tech Chair should normally be appointed in the academic term prior to the commencement of their term of office.
- 12.2.3. Their duties shall be to:
  - 1) Maintain a regularly updated inventory of tech equipment,
  - 2) Receive relevant training as required,
  - 3) Maintain the JCR's tech equipment and undertake repairs as necessary,
  - 4) Advise the JCR Treasurer on the sale of equipment no longer required by the JCR and the purchase of new equipment for the JCR's inventory of technology,
  - 5) Oversee all hires of JCR tech,



- 6) Organise training for other members of the Green Machine Committee as required, and
- 7) Liaise with the Social Committee to organise the use of tech at JCR events.

- 12.2.4. They shall be provided with access to all JCR spaces where tech equipment is stored for the duration of their time in office.
- 12.2.5. They will be eligible for ticket discounts for their services at events at the discretion of the JCR Treasurer.
- 12.2.6. If this role is not filled, its duties shall be carried out by the Facilities Manager.
- 12.2.7. The overseer for this role shall be the Facilities Manager (if hiring for the current year) or the Facilities manager-elect (if hiring for the next year), whoever will be in office for the same term as the Tech Chair.

### **12.3. The Assistant Tech Chair**

- 12.3.1. Elected via: Method III
- 12.3.2. Their duties shall be to:
  - 1) Assist the Tech Chair in all of their responsibilities, and
  - 2) Maintain the JCR's online catalogue of hires.
- 12.3.3. They will be eligible for ticket discounts for their services at events at the discretion of the JCR Treasurer.
- 12.3.4. The overseer for this role shall be the Tech Chair.

### **12.4. General Technician**

- 12.4.1. Elected via: Method III
- 12.4.2. Their duties shall be to:
  - 1) Assist in facilitating hires and managing tech at events at the direction of the Tech Chair,
  - 2) Assist in transporting and cataloguing JCR tech equipment, and
  - 3) Receive any relevant training that the Tech Chair directs them to take.
- 12.4.3. They will be eligible for ticket discounts for their services at events at the discretion of the JCR Treasurer.
- 12.4.4. The overseer for this role shall be the Tech Chair.

## **13. Social Committee**

- 13.1. 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.

- 13.1.1. It shall consist of:
  - 1) Social Chair,
  - 2) President of the Society,
  - 3) Vice-President,
  - 4) Social Music Officer,
  - 5) Social Publicity Officer,

- 6) Social Ents Officer,
- 7) Social Arts Officer,
- 8) 6x Social Committee Member,
- 9) Formals Manager, and
- 10) Tech Chair.

- 13.1.2. 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.
- 13.1.3. 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.
- 13.1.4. It shall be chaired by the Social Chair and minuted by the appointed secretary.
  - 13.1.4.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.
- 13.1.5. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.
- 13.1.6. The agenda for the Social Committee meetings shall be sent to the Communities chair in advance of these meetings. Should the matters to be discussed be relevant to the members of Communities Committee, an invite will be extended to the Communities chair and the relevant marginalised group representative (chosen by the Communities chair).

### **13.2. General Social Committee Member**

- 13.2.1. Elected via: Method III.
- 13.2.2. 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.
- 13.2.3. Their overseer shall be the Social Chair.

### **13.3. Social Music Officer**

- 13.3.1. Elected via: Method III

13.3.2. Their duties shall be to:

- 1) Aid the Social Chair with a focus on organising music and music tech for social events,
- 2) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events,
- 3) Assist with the preparation and organisation for social events, with a focus on organising music and music tech for social events, and
- 4) Attend event venues before and/or after events to assist with set-up and/or clear-up of events.

13.3.3. Their overseer shall be the Social Chair.

#### **13.4. Social Publicity Officer**

13.4.1. Elected via: Method III

13.4.2. Their duties shall be to:

- 1) Aid the Social Chair with a focus on organising publicity for social events,
- 2) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events,
- 3) Assist with the preparation and organisation for social events, with a focus on organising music and music tech for social events,
- 4) Attend event venues before and/or after events to assist with set-up and/or clear-up of events.

13.4.3. Their overseer shall be the Social Chair.

#### **13.5. Social Ents Officer**

13.5.1. Elected via: Method III

13.5.2. Their duties shall be to:

- 1) Aid the Social Chair with a focus on organising entertainment for social events,
- 2) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events,
- 3) Assist with the preparation and organisation for social events, with a focus on organising music and music tech for social events, and
- 4) Attend event venues before and/or after events to assist with set-up and/or clear-up of events.

13.5.3. Their overseer shall be the Social Chair.

#### **13.6. Social Arts Officer**

13.6.1. Elected via: Method III

13.6.2. Their duties shall be to:

- 1) Aid the Social Chair with a focus on coordinating and arranging decorations for social events,
- 2) Attend meetings of Social Committee and offer ideas and suggestions relating to upcoming social events,
- 3) Assist with the preparation and organisation for events, with a focus on organising decorations by organising Craft Weekend(s),
- 4) Organise and keep track of Social Committee's supplies and the Social Comm cupboard,
- 5) Assist in the decision of a theme alongside the rest of Social Committee with consultation from members of the JCR, and
- 6) Attend event venues before and/or after events to assist with set-up and/or clear-up of events.

13.6.3. The overseer for this role shall be the Social Chair.

### **13.7. Formals Manager**

13.7.1. Elected via: Method II, Meeting 1.1.

13.7.2. 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.

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

## **14. Students' Union Committee**

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

14.1.1. It shall be called by the Students Union and Livers-Out Representative.

14.1.2. It shall be chaired by the Students Union and Livers-Out Representative and minuted by the appointed secretary.

14.1.2.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.

14.1.3. 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.

- 14.1.4. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.
- 14.1.5. It shall consist of:
  - 1) Students Union and Livers-Out Representative,
  - 2) President of the Society,
  - 3) Vice-President,
  - 4) 3x Students' Union Committee Members,
  - 5) Postgraduate Students' Union Rep,
  - 6) Local Students' Representative,
  - 7) Students with Disabilities (SwD) Representative,
  - 8) Working Class Students' (WCS) Representative,
  - 9) LGBTQ+ Representative,
  - 10) People of Colour (PoC) Representative, and
  - 11) International Representative, and
  - 12) Communities Chair.
- 14.1.6. The Students' Union Committee shall have the power to determine how the Students Union Representative votes in the SU Assembly unless this decision is overridden by a JCR motion.
- 14.1.7. 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.
- 14.1.8. 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 Students Union and Livers-Out Representative at the JCR meeting, is to be regarded as advisory.
- 14.1.9. The Students' Union Committee will help advise the Students Union and Livers-Out Representative on how they are to vote on any items in SU Assembly.
- 14.1.10. If the Students Union and Livers-Out Representative is unable to attend SU Assembly or an SU Committee meeting, a member of Student's Union Committee can take their place.
- 14.1.11. If a matter arises that may require the expertise of a specific JCR Officer, the Students' Union Committee may invite them to attend a meeting.
- 14.1.12. 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.

## **14.2. Students' Union Committee Member**

- 14.2.1. Elected via: Method II, Meeting 1.1.
- 14.2.2. Their duties shall be:
  - 1) Attend meetings of the Students' Union Committee,

- 2) Assist the Students Union Representative with decisions relating to SU Assembly, and
  - 3) Assist the Students Union Representative 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.
- 14.2.3. Students' Union Committee Members shall have no pre-assigned roles, but may be allocated roles as the Students Union Representative sees fit.
- 14.2.4. Students' Union Committee Members shall be elected in Michaelmas Term and if possible before the first SU Assembly.
- 14.2.5. The overseer for this role if this becomes an application position shall be the Students Union Representative.

## **15. Library Committee**

**15.1.** There shall exist a Library Committee who shall have responsibility for the upkeep of the Society Library, the books and resources owned by the Society, and the Computer Room in Refounders.

- 15.1.1. There shall be no scheduled meetings of the Library Committee
- 15.1.2. If a meeting is required, it shall be called and chaired by the Society Librarian, and minuted by the appointed secretary.
  - 15.1.2.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.
- 15.1.3. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.
- 15.1.4. It shall consist of:
  - 1) Society Librarian,
  - 2) President of the Society,
  - 3) Vice-President,
  - 4) Assistant Librarian,
  - 5) Stock Managers, and
  - 6) Volunteer Librarians.
- 15.1.5. The number of Stock Managers and Volunteer Librarians shall be at the discretion of the Society Librarian.

### **15.2. Assistant Librarian**

- 15.2.1. Elected via: Method II, Meeting 1.2.
- 15.2.2. 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.

15.2.3. For the duration of their term of office, the Assistant Librarian will be a Stock Manager.

15.2.4. The overseer for this role if this becomes an application position shall be the Society Librarian.

### **15.3. Stock Manager**

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

15.3.2. 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.

15.3.3. Their overseer shall be the Society Librarian.

### **15.4. Volunteer Librarian**

15.4.1. Elected via: Method III.

15.4.2. 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.

15.4.3. Their overseer shall be the Society Librarian.

## **16. International Committee**

**16.1.** 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.

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

16.1.2. It shall be called by the International Representative.

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

16.1.4. 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,
- 8) Assistant International Representative, and
- 9) Communities Chair.

## **16.2. International Events Manager**

16.2.1. Elected via: Method III.

16.2.2. 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.

16.2.3. Their overseer shall be the International Representative.

## **16.3. International Campaigns Manager**

16.3.1. Elected via: Method III.

16.3.2. 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.

16.3.3. Their overseer shall be the International Representative.

## **16.4. International Publicity Manager**

16.4.1. Elected via: Method III.



- 16.4.2. 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.

16.4.3. Their overseer shall be the International Representative.

## **17. Year Abroad and Placement Committee**

17.1.1. 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.

17.1.2. 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.

17.1.3. It shall be chaired by the Year Abroad and Placement Representative and minuted by the appointed secretary.

17.1.3.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.

17.1.4. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.

17.1.5. 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 Officer.

## **17.2. Year Abroad and Placement Representative**

17.2.1. Elected via: Method II, Meeting 3.1.

17.2.2. 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, and

- 5) Advocate for the provision of welfare services for students that are on a Year Out.

17.2.3. 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.

17.2.4. The overseer for this role shall be the President of the Society.

### **17.3. General Committee Member**

17.3.1. Elected via: Method III, during Easter term and beginning of the Summer period.

17.3.2. Their duties shall be:

- 1) Assist the Year Abroad and Placement Officer in all tasks, as deemed necessary.

17.3.3. 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.

17.3.4. The overseer for this role shall be the President of the Society.

## **18. Music Committee**

18.1. 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.

18.1.1. It shall be chaired by the Music Representative and minuted by the appointed secretary.

18.1.1.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.

18.1.2. It shall meet at least once a term.

18.1.3. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.

18.1.4. 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) The President(s)/Captain(s) of JCR Music Societies, and
- 7) Tech Chair.

### **18.2. The Music Representative**

18.2.1. Elected via: Method I, Meeting 3.1.

18.2.2. 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 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.

18.2.3. They shall be provided with a key to the music room facility for the duration of their term in office.

### **18.3. The Assistant Music Representative**

18.3.1. Elected via: Method III.

18.3.2. 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.

18.3.3. The overseer for this role shall be the Music Representative.

### **18.4. Music Events and Publicities Officer**

18.4.1. Elected via: Method III.

18.4.2. 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.

18.4.3. The overseer for this role shall be the Music Representative.

## **19. Environment Committee**

19.1. 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.

19.1.1. It shall be chaired by the Environment Representative and minuted by the appointed secretary.

19.1.1.1. The appointed secretary shall be chosen at the beginning of every committee meeting from the members in attendance.

19.1.2. Of the President of the Society and the Vice-President, only one shall be required to attend each committee meeting, although both may if they wish.

19.1.3. It shall consist of:

- 1) Environment Representative,
- 2) President of the Society,
- 3) Vice-President,
- 4) Media Manager,
- 5) Events Manager,
- 6) Greenspace and SU Representative,
- 7) Embrace the Waste Representative,
- 8) Bailey Wardrobe Manager, and
- 9) 4x Environment Committee Member.

### **19.2. Environment Representative**

19.2.1. Elected via: Method I, Meeting 3.2.

19.2.2. Their duties shall be to:

- 1) Call and chair meetings,
- 2) Liaising with committee members to discuss committee action, and
- 3) Communicate with the wider JCR on environmental issues and the actions of the committee.

### **19.3. Bailey Wardrobe Manger**

19.3.1. Elected via: Method II, Meeting 3.1.

19.3.2. Their duties shall be:

- 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.

19.3.3. The overseer for this role shall be the Environment Representative.

#### **19.4. Media Manager**

19.4.1. Elected via: Method III.

19.4.2. 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.

19.4.3. The overseer for this role shall be the Environment Representative.

#### **19.5. Events Manager**

19.5.1. Elected via: Method III.

19.5.2. 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.

19.5.3. The overseer for this role shall be the Environment Representative.

#### **19.6. Greenspace and SU Representative**

19.6.1. Elected via: Method III.

19.6.2. Their duties shall be to:

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

19.6.3. The overseer for this role shall be the Environment Representative.

#### **19.7. Embrace the Waste Representative**

19.7.1. Elected via: Method III.

19.7.2. Their duties shall be to:

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

19.7.3. The overseer for this role shall be the Environment Representative.

#### **19.8. Environment Committee Member**

19.8.1. Elected via: Method III.

- 19.8.2. 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.
- 19.8.3. The overseer for this role shall be the Environment Representative

## **20. Green Machine Committee**

- 20.1. There shall exist an Green Machine Committee that shall have responsibility for:
- 20.1.1. The Tech Chair
- 1) Cataloguing and maintaining the JCR's inventory of sound, light and stage effects tech,
  - 2) Facilitating Tech hires with individuals and groups both inside and out of Cuth's,
  - 3) Setting up and managing tech at JCR events when required, and
  - 4) Managing tech at non-Cuth's events when hired to.
- 20.1.2. It shall be called by the Tech Chair. It shall be minuted by the Vice-President.
- 20.1.3. It shall consist of:
- 1) President of the Society,
  - 2) Vice-President,
  - 3) Facilities Manager,
  - 4) Tech Chair,
  - 5) Assistant Tech Chair, and
  - 6) General Technician(s).
- 20.1.4. The number of General Technicians shall be at the discretion of the Tech Chair.

### **20.2. The Tech Chair**

- 20.2.1. Elected via: Method III
- 20.2.2. The Tech Chair should normally be appointed in the academic term prior to the commencement of their term of office.
- 20.2.3. Their duties shall be to:
- 1) Maintain a regularly updated inventory of tech equipment,
  - 2) Receive relevant training as required,
  - 3) Maintain the JCR's tech equipment and undertake repairs as necessary,
  - 4) Advise the JCR Treasurer on the sale of equipment no longer required by the JCR and the purchase of new equipment for the JCR's inventory of technology,
  - 5) Oversee all hires of JCR tech,

- 6) Organise training for other members of the Green Machine Committee as required, and
- 7) Liaise with the Social Committee to organise the use of tech at JCR events.

- 20.2.4. They shall be provided with access to all JCR spaces where tech equipment is stored for the duration of their time in office.
- 20.2.5. They will be eligible for payment or ticket discounts for their services at events at the discretion of the JCR Treasurer.
- 20.2.6. The overseer for this role shall be the Facilities Manager (if hiring for the current year) or the Facilities manager elect (if hiring for the next year), whoever will be in office for the same term as the Tech Chair.

### **20.3. The Assistant Tech Chair**

- 20.3.1. Elected via: Method III
- 20.3.2. Their duties shall be to:
  - 1) Assist the Tech Chair in all of their responsibilities, and
  - 2) Maintain the JCR's online catalogue of hires.
- 20.3.3. They will be eligible for payment or ticket discounts for their services at events at the discretion of the JCR Treasurer.
- 20.3.4. The overseer for this role shall be the Tech Chair.

### **20.4. General Technician**

- 20.4.1. Elected via: Method III
- 20.4.2. Their duties shall be to:
  - 1) Assist in facilitating hires and managing tech at events at the direction of the Tech Chair,
  - 2) Assist in transporting and cataloguing JCR tech equipment, and
  - 3) Receive any relevant training that the Tech Chair directs them to take.
- 20.4.3. They will be eligible for payment or ticket discounts for their services at events at the discretion of the JCR Treasurer.
- 20.4.4. The overseer for this role shall be the Tech Chair.

## **21. Fashion Show Committee**

- 21.1. There shall be a Fashion Show Committee whose purpose and responsibilities shall be to:
  - 1) Oversee the organisation of SCSCFS,
  - 2) Choose a charity to fundraise for,
  - 3) Plan and execute events prior to the show with the goal of fundraising, and
  - 4) Execute a Fashion Show that prioritises inclusivity and accessibility and promotes a positive culture within the Society.

- 21.1.1. It shall be called and chaired by the Fashion Show President and minuted by the Vice-President.
- 21.1.2. It shall consist of:
  - 1) Fashion Show President,
  - 2) President of the Society,
  - 3) Vice-President,
  - 4) Fashion Show Vice President (x2) and
  - 5) Additional committee roles.
- 21.1.3. The Fashion Show President shall be permitted to determine which additional committee roles are appointed for that year.
- 21.1.4. The additional committee roles shall be appointed via Method III and the overseer shall be the Fashion Show President.

## 21.2. **Fashion Show President**

- 21.2.1. Elected via: Method I, Meeting 3.2.
- 21.2.2. Their duties shall be:
  - 1) Oversee the 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) Oversee and maintain a budget, ensuring its completion,
  - 5) Ensure the money raised is donated to the chosen charity on behalf of SCSCFS,
  - 6) Work to ensure the professionalism of all documentation and business transactions necessary, and
  - 7) Ensure that SCSCFS maintains its professionalism, especially on social media.

## 21.3. **Fashion Show Vice Presidents**

- 21.3.1. Elected via: Method III
- 21.3.2. Their duties shall be to:
  - 1) Support the Fashion Show President,
  - 2) Oversee the running of the show,
  - 3) Aid the rest of the Fashion Show executive in fulfilling their responsibilities, and
  - 4) Arrange the stash for the exec and models.

## 22. **Other Positions**

### 22.1. **Student Trustee**

- 22.1.1. Elected via: Method I, Meeting 3.2.
- 22.1.2. Student trustees shall sit on the trustee board for St. Cuthbert's Society.
- 22.1.3. 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 JCR Treasurer , 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, JCR Treasurer 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.
- 22.1.4. Student Trustees must be eligible to be a charity trustee in line with the Charities Act of 2011.
- 22.1.5. 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.
- 22.1.6. Out of two 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.

## 22.2. **Bar Officer**

- 22.2.1. Elected via: Method I, Meeting 3.1.
- 22.2.2. Their duties shall be:
- 1) To consult with and represent the views of the JCR and the Bar staff to Bar Management Committee, any other appropriate group, and in the day to day running of the Bar;
  - 2) To organise events in the Bar;
  - 3) To act as a liaison between the JCR and the Bar, managing social media and other communications as required;

- 4) To help the Bar Steward to plan and prepare for busy events such as the Feast of St. Cuthbert and Cuth's Day, and
  - 5) To act as an assistant to the Bar Steward as required.
- 22.2.3. The Bar Officer's primary accountability is to the JCR but, when undertaking paid work as an assistant to the Bar Steward, shall be treated as a University employee.
- 22.2.4. The Bar Officer must be a current member of the Bar staff and any candidate should be approved by the Bar Management Committee prior to husting.

### **22.3. Senior Induction Week Representative (Head Frep)**

- 22.3.1. Elected via: Method I, Meeting 3.1.
- 22.3.2. 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.

### **22.4. Assistant Senior Induction Week representative (Assistant Head Frep)**

- 22.4.1. Elected via: Method III
- 22.4.1.1. Candidates shall be required to undergo an interview with the President, Vice President, and Head Frep.
- 22.4.2. Their duties shall be to:
- 1) 1) Assist the Senior Induction Week Representative with all of their duties.
- 22.4.3. Where this role is vacated or unfilled, the duties shall be split between Communities Chair, President and Vice-President.
- 22.4.4. The overseer for this role shall be the Head Frep

### **22.5. Webmaster**

- 22.5.1. Elected via: Method III.
- 22.5.2. 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.
- 22.5.3. The overseer of this role shall be the Publicity Officer.

## **22.6. UG Alumni Association Representative**

- 22.6.1. Elected via: Method II, Meeting 3.1.
- 22.6.2. To be eligible to run for this position you must be graduating at the end of the current academic year from an undergraduate course.
- 22.6.2.1. This position does not count towards the limit on the number of roles that a JCR member can hold at any one time.
- 22.6.2.2. A student cannot run for this position if they have been elected to hold a sabbatical position in the following academic year.
- 22.6.3. The terms of the co-option onto the Alumni Association Committee shall be at the Committee's discretion. They shall normally serve a one-year term of office.
- 22.6.4. Their duties shall be to:
- 1) Serve as a liaison between the JCR and the Association in the months leading to their date of graduation,
  - 2) Undertake such activities as directed by the Association Committee to recruit, increase awareness, and represent the interests of the graduating cohort of the Society to the Association and vice versa,
  - 3) Attend and participate meetings of the Association,
  - 4) Serve as a voting member of the Committee of the Association, and
  - 5) Undertake any further duties that the Association Chair deems suitable.

## **22.7. PG Alumni Association Representative**

- 22.7.1. Elected via: Method II, Meeting 3.1.
- 22.7.2. To be eligible to run for this position you must be graduating at the end of the current academic year from a postgraduate course.
- 22.7.2.1. This position does not count towards the limit on the number of roles that a JCR member can hold at any one time.
- 22.7.2.2. A student cannot run for this position if they have been elected to hold a sabbatical position in the following academic year.

- 22.7.3. The terms of the co-option onto the Alumni Association Committee shall be at the Committee's discretion. They shall normally serve a one-year term of office.
- 22.7.4. Their duties shall be to:
- 1) Serve as a liaison between the JCR and the Association in the months leading to their date of graduation,
  - 2) Undertake such activities as directed by the Association Committee to recruit, increase awareness, and represent the interests of the graduating cohort of the Society to the Association and vice versa,
  - 3) Attend and participate meetings of the Association,
  - 4) Serve as a voting member of the Committee of the Association, and
  - 5) Undertake any further duties that the Association Chair deems suitable.

## **23. Method IV Positions**

### **23.1. Leader of the Song**

23.1.1. Elected via: Method IV, Meeting 3.3.

23.1.2. 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.

### **23.2. The Orbiting Professor of Martian Anthropology**

23.2.1. Elected via: Method IV, Meeting 3.3.

23.2.2. Their duties shall be:

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

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

### **23.3. The Golden Bedspring for Fornication**

23.3.1.1. Elected via: Method IV, Meeting 3.3.

### **23.4. The Red Herring for Persistent and Unadulterated Lying**

23.4.1. Elected via: Method IV, Meeting 3.3.

### **23.5. Tweedle Dee and Tweedle Dum Award**

23.5.1. Elected via: Method IV, Meeting 3.3.

### **23.6. The Soft Cushion for Academic Blagging**

23.6.1. Elected via: Method IV, Meeting 3.3.

### **23.7. The Wooden Spoon for Stirring Disharmony**

23.7.1. Elected via: Method IV, Meeting 3.3.

23.8. **The Anonymous Magistrate's Paper Bag for Technicolour Yawning**

23.8.1. Elected via: Method IV, Meeting 3.3.

23.9. **The Keeper of the Couplets**

23.9.1. Elected via: Method IV, Meeting 3.3.

23.9.2. Their duties shall be:

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

23.10. **The Wincrete Memorial Trophy**

23.10.1. Elected via: Method IV, Meeting 3.3.

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

23.10.3. Their overseer shall be the SRO.