

## Appendix A

### *Terms of Reference for the JCR Committee*

A1. The JCR Committee Shall Consist of:

- a. The JCR President (who shall act as Chair in JCR Committee Meetings);
- b. The JCR Vice-President;
- c. The JCR Secretary (who shall act as Secretary);
- d. The JCR Treasurer;
- e. The JCR Access and Academic Affair Officer (AccAff);
- f. The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer;
- g. The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer;
- h. The JCR International Students' Representative;
- i. The JCR Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Representative;
- j. The JCR Entertainments (Entz) Representative(s);
- k. The JCR Charities and Communities Representative;
- l. The JCR Environment and Ethics Representative;
- m. The JCR Sports and Societies Representative;
- n. The JCR Director of Digital Operations (DoDO);
- o. The JCR First Year (Freshers') Representative;
- p. The JCR Careers Officer.

A2. No fewer than eight JCR Committee Meetings shall be held during each Full Term (as defined by the University). Exactly when these meetings are held shall be at the discretion of the JCR President in consultation with the rest of the JCR Committee, although the JCR President should aim for JCR Committee Meetings to be held weekly. Quorum (the minimum number of members that must be present at a meeting to make the proceedings valid) for JCR Committee Meetings shall be two thirds of the JCR Committee.

A3. Candidates for posts A1.a) to A1.g) shall already have at least two terms of residence in Oxford between their Matriculation and the time of nomination, and candidates for post A1.o) shall have fewer than three terms of residence in Oxford between their Matriculation and the time of nomination.

A4. With reference to clause 7.9 of the Constitution, the positions for which more than one JCR Member may present themselves are:

- a. The JCR Entertainments (Entz) Representative(s), for which no more than two JCR Members may run together.

A5. Candidates for MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer must identify as a man or as a minority gender, and Candidates for WTI (Woman and Trans-

feminine Identities) Welfare and Equal Opportunities Officer must identify as a woman or as trans-feminine.

a. It is highly recommended that Welfare and Equal Opportunities Officers receive welfare training, especially Peer Support training.

A6. The Duties of the JCR Committee shall be:

- a. To ensure the implementation of the resolutions of the JCR, as defined in Section 6 of this Constitution;
- b. To provide a channel for communication between the JCR and the SCR; between the JCR and the MCR, and between the JCR and Oxford SU
- c. To maximise the flow of information to the JCR;
- d. To oversee the running of the JCR, including stewardship of the Aung San Suu Kyi Room and its facilities.

A7. No Member of the JCR Committee shall be personally responsible for the personal welfare, academic or other problems and concerns of any individual JCR Member.

A8. All JCR Committee Members shall:

- a. Attend all JCR Meetings and JCR Committee Meetings. If a JCR Committee Member fails to attend three consecutive JCR Meetings without submitting a report, they shall be deemed to have resigned;
- b. Make a report to each JCR Meeting. If a JCR Committee Member does not submit a report during a Full Term, they shall be deemed to have resigned;
- c. Make a written report to each JCR Committee Meeting. If a JCR Committee Member does not submit a written report to three consecutive JCR Committee Meetings, they shall be deemed to have resigned;
- d. Produce a handbook for their successor, detailing the practicalities of their duties, any extra work they have done, and any other information they feel may benefit their successor;
- e. Have at least one meeting with their successor to provide them with said handbook and answer any other questions, unless the JCR President deems that there are extenuating circumstances which prevent them from carrying out this meeting;
- f. Make themselves available to their successor to dispense advice and guidance on the role for the first Full Term in which their successor is in office, unless the JCR President deems that there are extenuating circumstances which prevent them from carrying out this duty;
- g. Where relevant, ensure that when they leave the JCR Committee, their successor comes into possession of any keys to access the JCR Committee Room or any other JCR cupboards;
- h. Attend any and all Oxford SU and College Committees deemed appropriate by the JCR or JCR Committee;
- i. Keep their section of the JCR website up-to-date;
- j. Play a full part in the work of the JCR Committee, including undertaking additional tasks as allocated by the JCR President and/or the JCR Committee.

A9. The Duties of the individual Officers and Representatives shall be as follows:

- a. The JCR President shall:

- i. Co-ordinate the work of the JCR Committee;
- ii. Attend meetings of College Committees as requested;

- iii. Seek to further the interests of the JCR;
- iv. Communicate the policies of the JCR to the College administration and communicate the decisions of the College administration to the JCR;
- v. Ensure the execution of the decisions taken at JCR Meetings, and implement JCR policy;
- vi. Represent individual Members of the JCR, when reasonably requested to do so by the Member concerned;
- vii. Oversee, co-ordinate and maximise the flow of information to the JCR using social media and email;
- viii. Send out one email to the JCR each week during Full Term, on Sundays, including information and notices received from across the University and from within the College. Where necessary (e.g. where a notice with a deadline that falls prior to the next Sunday email being sent), the President shall send out an additional email to the JCR on Wednesday if the notice is received at least 24 hours before 8pm on Wednesday.
- ix. Represent the JCR at Oxford SU Council and Presidents' Committee;
- x. Ensure maximum communication with JCR Officers and Representatives from other Colleges;
- xi. Co-sign JCR cheques, in accordance with the JCR Constitution;
- xii. Liaise with the local authority, where the need arises;
- xiii. Work to improve relations with Senior Members of the College;
- xiv. Work and liaise with the MCR President to ensure a close working relationship between the JCR and the MCR;
- xv. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members.

b. The JCR Vice-President shall:

- i. Assist the JCR President in the execution of their duties, and carry out these duties in the event of the President's enforced absence;
- ii. Attend meetings of College Committees as requested;
- iii. Organise the annual room ballot in accordance with the Room Ballot Procedure, in close conjunction with College's Accommodation Manager;
- iv. Oversee and co-ordinate the work of all JCR Sub-Committees, Joint Committees and Working Groups;
- v. Organise an annual party for the College staff, for example, at the end of Michaelmas Term;
- vi. Organise the annual JCR photograph;
- vii. Be responsible for the JCR's and the JCR Committee's domestic arrangements, including but not limited to accommodation, Hall and Formal Dinners;
- viii. Be responsible for the stewardship of the general facilities of the Aung San Suu Kyi room;
- ix. Organise the termly Guest Dinners;

- x. Collaborate with the JCR Charities and Communities Representative to organise the termly Charity Dinners;
  - xi. Co-sign JCR cheques, in accordance with the JCR Constitution
- xii. c. The JCR Secretary shall:
- i. Be responsible for typing and distributing the agenda for JCR Meetings and JCR Committee Meetings;
  - ii. Be responsible for taking the minutes of JCR Meetings and JCR Committee Meetings and working with the DoDO to publish them on the JCR website within a week of the meetings occurring;
  - iii. Maintain an up-to-date version of the JCR Constitution, Standing Orders, Appendices, Policy Book and Room Ballot Procedure on the JCR website, and make them available to any JCR Member;
  - iv. Assist the JCR Vice-President with the organisation of the annual Room Ballot;
  - v. Together with the JCR Treasurer and the JCR Sports and Societies Representative, be responsible for any possible sponsorship of the JCR;
  - vi. Be responsible for JCR publicity, including maintenance of a JCR notice board;
  - vii. In consultation with the JCR President and the Development Office, produce a termly newsletter to be sent to Senior Members detailing the work and successes of the JCR;
  - viii. Work with the JCR President to improve relations with Senior Members;
  - ix. Work, together with the JCR Treasurer and AccAff to ensure a suitable level of awareness of the existence and availability of Travel Grants, and their correct and expedient administration in accordance with Appendix F.
  - x. With the President:
    - a. Represent the JCR at Oxford SU Student Council;
    - b. Share Oxford SU Notices with the JCR, as appropriate, by email and/or through a notice board and the JCR Website;
    - c. Submit Motions and Amendments to Oxford SU Student Council as instructed by the JCR;
  - xi. Choose a Yearbook Editor and assist them in their duties;
  - xii. Publish the complete Yearbook;
  - xiii. Work with the JCR Access and Academic Affairs Officer to produce and/or update the Alternative Prospectus, to complement the College's Undergraduate Prospectus, which should be produced no later than 5<sup>th</sup> week of Trinity Term of each even year;
  - xiv. Organise a JCR Art Prize and Exhibition to be held in Michaelmas Term of each odd year, or whenever the JCR shall call for one to be held;
  - xv. Be responsible for sending any relevant JCR-related material to the College Archives, and meet with the College Archivist whenever the Archivist deems it to be necessary;

- b. The JCR Treasurer shall:
- i. Administer the day-to-day financial affairs of the JCR, in accordance with the JCR Constitution;
  - ii. Be responsible for all dealings with the JCR's Bank;
  - iii. Work with the JCR Sports and Societies Representative to ensure a suitable level of awareness of the existence and availability of amalgamated funds, and their expedient and fair distribution;
  - i. Keep and audit proper accounts, and maintain a record of JCR expenditure, which shall be accessible to JCR Members;
  - ii. Implement expeditiously decisions requiring expenditure made in JCR Meetings and JCR Committee Meetings;
  - iii. Maintain close contact with the Officers of College clubs and societies, and meet with the relevant members of the College Finance Office when appropriate;
  - iv. Co-sign JCR cheques, in accordance with the JCR Constitution;
  - v. Be responsible for the supply of newspapers and periodicals to the student body in conjunction with the MCR;
  - vi. Work with the JCR Sports and Societies Representative to ensure a suitable level of awareness of the existence and availability of Blues Funds, and their correct and expedient administration in accordance with Appendix G;
  - vii. Present a termly budget for JCR expenditure to the JCR at the beginning of each Full Term during their time in office;
  - viii. Present a written financial report to the JCR, including details of donations to external organisations, towards the end of each Full Term during their time in office;
  - ix. Together with the JCR Secretary and the JCR Sports and Societies Representative, be responsible for any possible sponsorship of the JCR;
  - x. Include a copy of the preceding term's accounts in their Remarks at the first JCR Meeting of each term;
  - xi. Together with the JCR Sports and Societies Representative, organise a meeting in Michaelmas Term Week 7 with the incoming JCR Treasurer, incoming Sports and Societies Representative and the executive committees of the college's societies to explain the application process for Amalgamated Funds and coordinate the action of the societies;
- e. The JCR Access and Academic Affairs Officer (AccAff) shall:
- i. Advise JCR Members of the academic support services available to them;
  - ii. Keep a record of the Joint Consultative Committee (JCC) Representatives in College;
  - iii. Seek to represent JCR academic interests at all relevant forums in College;
  - iv. Represent individual Members of the JCR in academic matters, when reasonably requested to do so by the Member concerned;
  - v. Assist with JCR input into Open Days, School Visits, Interviews and any and all access initiatives in Oxford;

- vi. Work with the JCR Secretary to produce and/or update the Alternative Prospectus, to complement the College's Undergraduate Prospectus, which should be produced no later than 5<sup>th</sup> week of Trinity Term of each even year;
  - vii. When requested to do so, make enquiries about Collections unreturned by Monday of 4<sup>th</sup> Week of every Full Term.
- f. The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer shall:
- i. Assist JCR Members with all forms of welfare problems, whether financially, emotionally, health-, work- or housing-related, or other aspects of personal concern;
  - ii. Attend College Committees as requested;
  - iii. Distribute Oxford SU Welfare Advice, forms and information;
  - iv. Liaise with College personal tutors where necessary;
  - v. Keep JCR Members informed and educated about health and welfare issues;
  - vi. Raise awareness of issues pertaining to equal opportunities in College;
  - vii. Represent the interests of women and trans-feminine students, ethnic minority, LGBTQ, disabled, faiths and beliefs and mature Members of the JCR as conveyed by the respective Representatives sitting on the Welfare and Equal Opportunities Sub-Committee;
  - viii. Attend conferences and meetings nationally on equal opportunities issues, where approved by a JCR Meeting;
  - ix. Try to ensure that clause 1.9 of the JCR Constitution is upheld by the JCR and the JCR Committee in all of its actions;
  - x. Organise at least four welfare events each Full Term, with at least one event occurring in 5<sup>th</sup> Week of every term;
  - xi. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members.
- g. The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer shall:
- i. Assist JCR Members with all forms of welfare problems, whether financially, emotionally, health-, work- or housing-related, or other aspects of personal concern;
  - ii. Attend College Committees as requested
  - iii. Distribute Oxford SU Welfare Advice, forms and information;
  - iv. Liaise with College personal tutors where necessary;
  - v. Keep JCR Members informed and educated about health and welfare issues;
  - vi. Raise awareness of issues pertaining to equal opportunities in College;
  - vii. Represent the interests of men and those of minority genders, ethnic minority, LGBTQ, disabled, faiths and beliefs and mature Members of the JCR as conveyed by the respective Representatives sitting on the Welfare and Equal Opportunities Sub-Committee;

- viii. Attend conferences and meetings nationally on equal opportunities issues, where approved by a JCR Meeting;
  - ix. Try to ensure that clause 1.9 of the JCR Constitution is upheld by the JCR and the JCR Committee in all of its actions;
  - x. Organise at least four welfare events each Full Term, with at least one event occurring in 5<sup>th</sup> Week of every term;
  - xi. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members
- h. The JCR International Students' Representative shall:
- i. Be responsible for supporting all international JCR Members, both current and incoming, of the JCR;
  - ii. Represent the needs and interests of international JCR Members in all relevant forums within the College;
  - iii. Assist with the integration of international JCR Members within the College by interacting with and bringing together the international and domestic student bodies;
  - iv. Working together with the JCR First Year (Freshers') Representative and the JCR Entertainments Representative(s) and the JCR Welfare Representatives, organise at least one event during 0th week of Michaelmas Term to aid the settling and initial integration of international JCR Members;
  - v. Aid international JCR Members with administrative tasks, like banking and phone contracts, particularly after their first arrival at the College;
  - vi. Working together with the JCR Entertainments Representative(s), organise at least two international events every Full Term to celebrate diversity and culture across College. This may include events for major international festivals, including but not limited to Diwali or Thanksgiving;
  - vii. Attend College meetings when requested;
  - viii. Attend Oxford SU International Students Committee and keep the JCR informed of any recent developments;
  - ix. Be responsible for the needs of visiting students.
- i. The JCR Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Representative shall:
- i. Promote the welfare of LGBTQ JCR Members;
  - ii. Represent the needs and interests of LGBTQ JCR Members in all relevant forums within the College;
  - iii. Working together with the JCR First Year (Freshers') Representative and the JCR Entertainments (Entz) Representative(s), organise at least one event during 0th week of Michaelmas Term to promote and support the LGBTQ community within St Hugh's;
  - iv. Work together with the JCR Entertainments Representative(s) to organise at least two LGBTQ events every Full Term which may celebrate diversity in gender and sexuality. This may include but is not limited to events for major international festivals such as LGBT History Month;

- v. Attend College meetings when requested;
  - vi. Attend relevant Oxford SU LGBTQ meetings and keep the JCR informed of any recent developments.
- j. The JCR Entertainments (Entz) Representative(s) shall:
- i. Organise social events each Full Term, with at least one each week;
  - ii. Produce a provisional schedule of the proposed social events for the forthcoming Full Term, and email it out to the JCR, publish it on the JCR website, and elsewhere, as appropriate, by no later than Thursday of 0<sup>th</sup> week;
  - iii. Keep accounts of all Entz expenditure and report these to the JCR Treasurer every week during Full Term time;
  - iv. Concerning Entz equipment on loan, which is deemed by the JCR Committee to be under the control of the Entertainments Representatives:
    - 1. Be responsible for the safe supervision and management of all equipment owned, hired or otherwise in the control of the JCR;
    - 2. Liaise with the JCR Committee and the College to ensure that appropriate insurance cover is maintained, and that sufficient staff are available to supervise and maintain the equipment;
    - 3. Ensure that, unless specifically agreed by the JCR Committee, the equipment does not leave the confines of St. Hugh's College, is not part of any agreement for profit or benefit, is used only by competent personnel behaving responsibly, and is sited in the safest position during use;
    - 4. Not be responsible for normal wear and tear consistent with proper use of the equipment.
  - v. Take reasonable measures in order to keep themselves informed of all events taking place in College;
  - vi. Disseminate knowledge about the formal requirements for decanal approval of events;
  - vii. Collect and sell tickets for club nights during each Full Term;
  - viii. Maintain the Entz Cupboard and all Entz equipment.
- k. The JCR Charities and Communities Representative shall:
- i. Organise at least two fundraising events in support of charities (charity as defined by the Charities Act 2011) per Full Term;
  - ii. Attend all Oxford RAG (Raise and Give) Meetings, and liaise between these and the JCR;
  - iii. Assist with the running of RAG events, particularly in College;
  - iv. Organise a RAG Ball in Michaelmas Term. This must be in support of one of the charities chosen by Oxford RAG in that particular year, which can be found on the Oxford RAG website. This must be a national or international charity in even years, and a local charity in odd years;

- v. Assist the Treasurer in distributing JCR funds to charities as agreed by the JCR or the JCR Committee;
- vi. Present all relevant charities material to the JCR via email and/or notice boards, social media and the JCR website;
- vii. Promote volunteering within College;
- viii. Assist members of the JCR in organising charity events, and in applying for charities funds from the JCR;
- ix. Organise the termly Charity Dinners in conjunction with the Vice-President, and ensure that a collection for the relevant charity is taken at the beginning of the Dinner;
  - i. Attend relevant Oxford SU meetings when requested, and keep the JCR updated on developments.

l. The JCR Environment and Ethics Representative shall:

- i. Contribute to the JCR's policy on environmental and ethical issues;
- ii. Be responsible for administering any such policy;
- iii. Co-ordinate JCR recycling efforts;
- iv. Take care of any JCR plants;
- v. Contribute to ensuring that the JCR and the College as a whole runs in a way which is ethically and environmentally sound.

m. The JCR Sports and Societies Representative shall:

- i. Maintain a list of Sports Captains and Society Presidents which shall be made available to JCR Members and presented, updated, to the Porters' Lodge at the beginning of every Full Term;
- ii. Co-ordinate and publicise the sporting events taking place involving JCR Members;
- iii. Together with the JCR Secretary and the JCR Treasurer, be responsible for any possible sponsorship of the JCR;
- iv. Be responsible for the booking and advertising of JCR punts in Trinity Term;
- v. Organise the annual Sports and Societies Dinner in conjunction with the JCR Vice-President;
- vi. Maintain the Sports Cupboard and all Sports Equipment;
- vii. Work with the JCR Treasurer to ensure a suitable level of awareness of the existence and availability of Blues Funds, and their correct and expedient administration in accordance with Appendix G;
- viii. Work with the JCR Treasurer to ensure a suitable level of awareness of the existence and availability of amalgamated funding, and expedient and fair distribution.
- ix. Together with the JCR Treasurer, organise a meeting in Michaelmas Term Week 7 with the incoming JCR Treasurer, incoming Sports and Societies

Representative and the executive committees of the college's societies to explain the application process for Amalgamated Funds and coordinate the action of the societies.

- n. The JCR Director of Digital Operations (DoDO) shall:
  - i. Maintain and develop the JCR Website;
  - ii. Regularly update the materials provided on the JCR website, especially the JCR Representatives' pages and menus for Hall;
  - iii. Work with the JCR Secretary to ensure the minutes of JCR Meetings and JCR Committee Meetings are published on the JCR Website within a week of the meetings occurring;
  - iv. Administer the JCR Committee's digital equipment;
  - v. Represent the JCR's computing interests to College, ensuring that the services supplied are sufficient and constant, and that its web server is properly administered, including ensuring that postings on any JCR forum are suitably moderated;
  - vi. Administer the provision of paid subscription Television services;
  - vii. Administer the provision of pay-per-view television, either through a JCR meeting or at a committee with 30 signatures on a petition;
  - viii. Administer the DVD collection on behalf of the JCR and the MCR, and ensure that new stock is continually bought in;
  - ix. Be responsible for the JCR's television(s) and DVD player(s);
  - x. Be responsible for the upkeep of the JCR photocopiers and printer;
  - xi. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members.
  
- o. The JCR First Year (Freshers') Representative shall:
  - i. Represent the interests of the First Year in the JCR;
  - ii. Oversee the creation of a Freshers' week timetable for 0th Week of Michaelmas Term, including the purchase of club night tickets;
  - iii. Collaborate with the JCR LGBTQ Representative to organise at least one event during 0th week of Michaelmas Term (Freshers' Week) to promote and support the LGBTQ community within St Hugh's;
  - iv. Collaborate with the JCR International Representative to organise at least one event during 0th week of Michaelmas Term (Freshers' Week) to aid the settling and initial integration of international students;
  - v. Work with the JCR Welfare and Equal Opportunities Committee to ensure that Freshers' Week is organised to be accessible for, and accepting of, everyone as far as possible;
  - vi. Choose at least one Freshers' Guide Editor and assist them in their duties;
  - vii. Assist with the collation and distribution of a Freshers' information pack;
  - viii. Organise the JCR parenting system;
  - ix. Collaborate with the College Office to organise the Matriculation photograph;

- x. Offer assistance during the offer-holders' open day, a familiarisation day during the Easter vacation for students holding offers for St. Hugh's who did not pick St. Hugh's as their first-choice College.
  - xii. Be responsible for the upkeep of the JCR photocopiers and printer;
  - xiii. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members.
- p. The JCR Careers Officer shall:
- i. Advise JCR Members of the career support services available to them;
  - ii. Organise workshops on interviews and assessment programs with the Careers Service;
  - iii. Seek to represent JCR career concerns and interests at all relevant forums in College;
  - iv. Work with the College Development office to produce a prospectus of alumni destinations and organise q&a sessions with alumni of interest to the JCR;
  - v. Liaise with the development office to organise at least two careers events during their time in office;
  - vi. Be responsible for providing careers information to the JCR (not advisory) via email and/or via notice boards and the JCR website and will include information on:
    - a. Graduate Studies
    - b. Internship opportunities
    - c. Volunteering opportunities
    - d. Opportunities to work with the university
    - e. The Careers Service's services