

Appendix B

Terms of Reference for the JCR Sub-Committees

B1. The Executive Committee

- a. The Executive Committee shall consist of:
 - i. The JCR President (who shall act as Chair);
 - ii. The JCR Vice-President;
 - iii. The JCR Secretary (who shall act as Secretary);
 - iv. The JCR Treasurer;
 - v. The JCR Access Officer;
 - vi. The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer;
 - vii. The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer;
- b. The Duties and Powers of the Executive Committee shall be:
 - i. To spend not more than £100 by valid decision;
 - ii. To ensure that the rest of the JCR Committee are fulfilling their roles adequately.
- c. A valid decision of the JCR Executive Committee shall require a Supermajority Vote in favour.

B2. The Welfare and Equal Opportunities Committee

- a. The Welfare and Equal Opportunities Committee shall consist of:
 - i. **The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer** (who shall act as Co-Chair in Welfare and Equal Opportunities Committee Meetings);
 - ii. **The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer (who shall act as Co-Chair);**
 - iii. **The JCR Access Officer** (who shall act as Secretary);
 - iv. **The JCR International Students' Representative;**
 - v. **The JCR LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer) Representative or the WEQ LGBTQ Representative** (in the instance that B2(d)(iv) and B2(d)(v) are satisfied);
 - vi. **The Women's Representative;**
 - vii. **The BME (Black and Minority Ethnicities) Representative;**
 - viii. **The Mature Students' Representative;**
 - ix. **The Disabled Students' Representative;**
 - x. **The Faiths and Beliefs Representative;**
 - xi. **The Transgender/Minority Gender Representative;**
 - xii. **The Suspended Status Representative.**
 - xiii. **The Socioeconomic Representative**
- b. Quorum for Welfare and Equal Opportunities Committee Meetings shall be two thirds of the Welfare and Equal Opportunities Committee.

- c. Up to two JCR Members shall present themselves for each position.
- d. Elections for positions (vi)-(xii) shall be conducted by the Alternative Vote System (AV) (Electoral Society 1997) and administered by the JCR Returning Officer. JCR Committee members shall not be able to stand.
 - i. These elections will be held in the second week of Hilary Term each year, and all representatives will keep their positions for a year.
 - ii. A current holder of one of positions (vi)-(xii) in the Welfare and Equal Opportunities Committee is permitted to stand for election to the JCR committee beginning in the following Hilary Term. (This means there may be a two-week period where a JCR member is both a JCR Committee member and also a holder of one of positions (vi)- (xii).)
 - iii. The Suspended Status Representative must not be a suspended student themselves whilst holding their position on Welfare and Equal Opportunities Committee, since in order to carry out their duties they would need free access to the college.
 - iv. In years when no suitable candidate applies for WEQ Transgender/Minority Gender Representative, the JCR LGBTQ rep may choose to take up this role.
 - v. The role of the JCR LGBTQ Rep may be filled by the creation of the position of 'WEQ LGBTQ Representative' in the instance that the JCR LGBTQ Rep chooses to take up the role of the WEQ Transgender/Minority Gender Representative, as in B2(d)(iv). This new position will only be elected by the procedure set out in B2(d) in the aforementioned circumstances, and there will not be the position of JCR LGBTQ Representative [B2(a)(v)] present on the WEQ Committee for the duration of this period.
- e. Welfare and Equal Opportunities Committee Meetings shall take place once a term, on a date decided by the WTI (Women and Trans-feminine Identities) and MMG (Men and Minority Genders) Welfare and Equal Opportunities Representatives.
- f. All Welfare and Equal Opportunities Committee Members shall:
 - i. Attend all Welfare and Equal Opportunities Committee Meetings;
 - ii. Make a written report to each Welfare and Equal Opportunities Committee Meeting;
 - iii. Meet with their successor at the end of their year in office and explain to them the practicalities of their duties, any extra work they have done, and any other information they feel may benefit their successor;
 - iv. Produce a handbook detailing the practicalities of their duties, any extra work they have done, and any other information they feel may benefit their successor;
 - v. Attend any and all Oxford SU and College Committees deemed appropriate by the JCR, JCR Committee or Welfare and Equal Opportunities Committee;
 - vi. Keep their section of the JCR website up-to-date;
 - vii. Play a full part in the work of the Welfare and Equal Opportunities Committee, including undertaking additional tasks as allocated by the Welfare and Equal Opportunities Representatives and/or the Welfare and Equal Opportunities Committee.
- g. The duties of any Welfare and Equal Opportunities Committee Member defined as a Communities Representative will include:
 - i. Promoting the welfare of all JCR Members belonging to their community and represent their needs as required;

- ii. Working together with the JCR First Year (Freshers) Representative and the JCR Entertainments Representative(s) to organise at least one event during 0th week of Michaelmas Term (Freshers' Week) to promote their community within St Hugh's;
 - iii. Working together with the JCR Entertainments Representative(s) to organise at least one event per term, and more if they see fit, which may celebrate diversity in their community;
 - iv. Providing information to JCR members concerning local institutions related to their community (for example, the location of an LGBTQ-friendly hairdressers' or a religious place of worship);
 - v. Working with the MMG and WTI Welfare and Equal Opportunities Officers, the Access Officer and College to reduce any attainment disparity that may exist for their community and to encourage members of their community to apply to St Hugh's College;
 - vi. Attending college meetings when requested.
- h. The duties of the individual Officers and Representatives shall be as follows:
- i. **The JCR WTI Welfare and Equal Opportunities Officer shall:**
 1. Co-ordinate the work of the Welfare and Equal Opportunities Committee;
 2. Communicate the policies of the Welfare and Equal Opportunities Committee to the JCR Committee and to the College administration;
 3. Ensure the execution of the decisions taken at Welfare and Equal Opportunities Committee Meetings, and implement JCR policy;
 - ii. **The JCR MMG Welfare and Equal Opportunities Officer shall**
 1. Co-ordinate the work of the Welfare and Equal Opportunities Committee;
 2. Communicate the policies of the Welfare and Equal Opportunities Committee to the JCR Committee and to the College administration;
 3. Ensure the execution of the decisions taken at Welfare and Equal Opportunities Committee Meetings, and implement JCR policy;
 - iii. **The JCR Access Officer shall:**
 1. Be responsible for typing and distributing the agenda for and minutes of Welfare and Equal Opportunities Committee Meetings;
 2. Ensure that suspended students are allowed the same academic opportunities as other students;
 3. Ensure that students from economically disadvantaged backgrounds are aware of and able to access the bursaries they need;
 4. Represent students needing academic and financial aid.
 - ii. **The JCR International Students' Representative shall:**
 1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of international students in College;
 2. Keep the JCR informed of any recent developments in the Oxford SU International Students' Campaign and attend relevant meetings.
 3. Return two days before Sunday 0th Week to welcome any International Freshers arriving early.
 - iii. **The JCR LGBTQ Representative shall:**
 1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of

- LGBTQ students in College;
2. Keep the JCR informed of any recent developments in the Oxford SU LGBTQ Campaign and attend relevant meetings.
- iv. **The Women’s Representative shall:**
1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of women in College;
 2. Keep the JCR informed of any recent developments in the Oxford SU ‘It Happens Here’ Campaign and the Oxford SU Women’s Campaign, and attend relevant meetings.
- v. **The BME Representative shall:**
1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of BME students in College;
 2. Keep the JCR informed of any recent developments in the Oxford SU Campaign for Racial Awareness and Equality (CRAE) and attend relevant meetings.
- vi. **The Mature Students’ Representative shall:**
1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of mature students in College;
 2. Keep the JCR informed of any recent developments in the Oxford SU Mature Students’ Campaign and attend relevant meetings.
- vii. **The Disabled Students’ Representative shall:**
1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of disabled students in College;
 2. Keep the JCR informed of any recent developments in the Oxford SU Disabled Students’ Campaign and the Oxford SU ‘Mind your Head’ Campaign, and attend relevant meetings.
- viii. **The Faiths and Beliefs Representative shall:**
1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of people in College belonging to faith groups;
 2. Act as a point of contact for university-wide faith and/or belief groups (including but not limited to the Oxford University Intercollegiate Christian Union (OICCU), the Oxford University Newman Society, the Oxford University Jewish Society (Jsoc), the Oxford University Islamic Society (OIsoc), the Oxford University Hindu Society (HUMSoc), the Oxford University Sikh Society, and the Oxford University Atheist, Secularist and Humanist Society (OxASH)), providing a broader range of possibilities for faith-based progression in College, being contactable by the societies for important issues (such as the death of holy individuals) and working with these societies to organise religious celebrations.
 3. Promote understanding of different faiths in College;
 4. Provide information on how college and university rules (and national laws, for international students) affect religious practice (for example, concerning appropriate dress for exams and rearrangement of contact time for prayer or holy days).

xi. The Transgender/Minority Gender Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the transgender/minority gender students in college.
2. Consult with the JCR LGBTQ Representative on use of the transition fund when necessary.

xii. The Suspended Status Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the suspended status students currently out of college, students in college considering suspending, and students returning from a period of suspension
2. Keep the JCR informed of any recent developments in the Oxford SU SusCam campaign.

The Suspended Status Representative shall NOT:

1. Sit in any meetings between a suspended status student and college (unless the Representative is suitably trained to do so to the satisfaction of the whole WEQ committee and a member of SusCam).

xiii. The Socioeconomic Representative shall:

1. Have overall responsibility within the common room to represent working class, low income, state comprehensive school-educated, and first generation students, as well as care leavers and estranged students, so that they may participate as fully as they wish in university and college life without fear of offence, intimidation, or discrimination.
2. Promote the welfare of these students at the college.
3. Lobby the college to better support these students, both financially and pastorally.
4. Promote the welfare of these students and ensure that college and university resources and services that could be of use to them are well publicised and accessible to them.
5. Attend meetings of relevant college committees.
6. Liaise with Oxford SU's Class Act campaign (e.g. by attending meetings set up between Class Act and college Class Officers) in order to keep up to date with, support and advertise the campaign's work as well as receive support and advice for the Officer's work in college.

B3. The Freshers' Committee

- a. The Freshers' Committee shall consist of:
 - i The JCR Freshers' Representative (Chair);
 - ii The Freshers' Guide Editor (Secretary);
 - iii. The JCR Vice-President;
 - iv. A number of Representatives of the First Year, as decided upon and appointed by the JCR Freshers' Representative;
- b. The Freshers' Committee shall seek to assist the JCR Freshers Representative' with the organisation and execution of their plans for 0th week of Michaelmas Term.