Exec Structure Meeting
to be held on 23rd January 2016 at 2pm in the Undercroft

Agenda

1. **Meeting Called to Order**

14:05

1. **Discussion Points**

This is a follow on from the motion passed below. The Chair explained the purpose of this meeting. He has looked at the history and this system has not been reviewed since 1992, and the Exec have been taking on more and more over these years.

* + Purpose of the exec

The Chair asked the meeting what they believe to be the purpose of the Exec:

Freddie: Does the constitution say what the exec are supposed to do? Not really

Emily: Group of people who represent the JCR and we trust them to run the College, most people in College don’t engage in the JCR, so it is important that we have this group of people who do

Freddie: it seems like the Exec is an awkward size, and the roles span a significant level of workloads, some tier 2s do more, from his experience in freshers week there seems to be a lot of bureaucracy and back and forth in meetings

Tom: important to remember we passed the motion about Exec living out – changes will have to happen in order to reflect this

Jono: review what we think is necessary for the exec to do ‘in the middle of the night’?

Chair: do you see someone who is on the Exec, as being part of a group who run things, or as the role itself? Over half the time is spent doing things that aren’t ‘in your job’

Freddie: some roles e.g. Welfare, the role of welfare is more important than the ‘exec bit’, others e.g. Outreach, more in the Exec team

Chair: historically, roles have picked up other internal jobs to do because of not having as much to do

Emily: it’s to do with visibility, how much of your job is visible

Christina: some roles e.g. publicity are very split – half is very visible and half (e.g. background work for open days, organising drop-ins etc.) no-one sees. It’s not a problem, just results in some roles being more visible than others

Jono: split roles and the variety of people are good for an Executive Committee because you get lots of different opinions

Stella: people are more than just their roles, you have a different perspective and different opinions that you can input into things that aren’t ‘your role’

Chair: it is good that we’ve established that there is a fluidity to the roles on the Exec. Shall we discuss what the difference is between a Tier 1 and a Tier 2. It seems to be that you talk to Tier 2s only when you want something to do with that role, whereas you can also talk to the Exec ‘as a group’. Should we have that big of a step change between the roles?

Freddie: What is the deal with constitutional order?

Chair: It is there primarily as a historical and ceremonial thing, it has very little practical application

Toby: Pres gets his name on the board, nobody else does

Chair: The President is elected to be the leader of a group

Tom: President is the leader among equals,

Jono: Presiding is more about accountability rather than importance

Freddie: This is the first time the concept of ‘Constitutional Order’ it has been presented to him this way, maybe that needs to change so more people are aware

Christina: it is important that when jobs get passed down from the President, after the VP the Exec is looked at as a whole for the most appropriate person, rather than just using Constitutional Order

Aman: it is a way to put it down on paper

Chair: if it is possible to put it in a circle on Microsoft Word he will

Freddie: the cut-off point between tier 1 and tier 2 is quite arbitrary. Senior Frep does rather a lot throughout the year – is it just a line in the sand? if you’re above that line you have all of the extra role of the exec

Jake: bringing tier 2s into the Exec may empower people to try and improve their roles and contribute to things, rather than being an extra to the Exec

Emily: some of the tier 2 roles have evolved massively e.g. International Rep, we need to acknowledge this

Sam: Services and Social etc. can be done individually, but need to be done as a part of the whole JCR in order to allow for progression in the JCR

Chair: Are there any practical changes that should be made?

Tom: Should the Senior Frep be more involved in Open Days?

Christina: They are involved with the planning and the running as an assistant, it is at the discretion of the Publicity Officer as to how much they are involved. They couldn’t run it because they aren’t elected early enough

Chair: Should formals and events etc. just be run by the Exec?

Christina: You could mandate tier 2s to work a couple of hours of one event per year?

Stella: separating the idea of ‘us and them’, if more people were involved and the general idea of running events will run further through the College

Jake: if all the tier 2s were absorbed into the exec, there would be more people, and then the workload would be much more spread out. As long as that is managed well and everyone knows what their role is that could work really well

Tom: e.g. the Assistant Treasurer to help the Treasurer

Alex M: There is always going to be some disparity in workload etc. but increasing the size of the exec could create problems with communication, and not everyone pulling their weight

Paige: makes sense for some tier 2s to work events but not all of them will want to

Jono: not necessarily empowering people by giving them the rubbish jobs to do. When it’s a small group of people its what you sign up up to do and everyone knows what they’re doing

Emily: it’s a shame that some of the people who put the most into college, don’t necessarily get to enjoy themselves at formals, or events etc.

Bridget: would tier 2s have run for role if you had to work events and formals?

Carole: would be nice to be more involved and see how things are run, sometimes it can feel like you are a bit separate as a tier 2, especially as LGBT+

Jake: if the workload was spread, it wouldn’t be anywhere near as bad

Freddie: can we narrow down what the purpose of the exec is, and then decide who should be in it

Jono: that wouldn’t take into account the extra responsibilities, we need to work out what to do with the extra responsibilities

Jake: the core function of the exec is to facilitate the student experience of the JCR, everyone who has a position of responsibility does that

Toby: what happens if you just want to get involved and help out but not have a specific role?

Christina: could you have a system whereby certain roles were on the exec, but other people in roles could also choose to be if they wanted to?

Freddie: I think that’s a good idea

Hannah Fisher: maybe a nice middleground between the current exec, and every single person who is involved in college being on the exec – communication would be terrible if there were that many people

Paige: might be confusing for who is responsible for everything with people changing from year to year

Jono: The current system we have is the middleground

Chair: Can anyone put a number on how many people should be on the exec?

Bridget: 15? Might be good to swap people in and out, but then there would still need to be a mandated number

Alex M: we need to remember that the role of the exec is to run college efficiently, and we need to maintain the value that the JCR place on the Exec, its not hierarchical, its being valued

Chair: in other Universities, the rubbish jobs are done by staff, but the fact that we run it ourselves does also have advantages

Stella: 12-15 would probably be a good size. There is also a lot of pleasure to be had in working events because you get to see so many people

Aman: laying down a mission statement is a good idea, is this the next step now?

Tom: is there a way to stop the Exec doing the rubbish jobs ‘in the middle of the night’?

Charly: just don’t do the jobs

Chair: it is very hard to say no

Jono: why do we clean vomit? this is something that should be brought to College Officers, the exec should not have to do it

Chair: That is for the new exec to conclude on bonding. Let’s bring the discussion back to the structure of the Exec

Freddie: what is the difference between a tier 1 and a tier 2?

Hannah F: tier 1s have jobs that need attending to continually, rather than tier 2s who work towards something and then move on to the next thing

Stella: tier 1s also represent college e.g. SU Rep and Welfare, to the wider University

Jake: tier 1 – necessity to be aware of confidential information in order to make decisions and do role effectively

Jono: tier 1- the things that tier 1s get given to do because they’re tier 1

Chair: We have two sides - administrative, representative and functional OR just because you have to do tier 1 jobs because you’re there

Freddie: tier 1 - someone that has day-to-day obligations, a representation of the college and deal with confidential information

Charly: are there not differences in levels within the exec e.g. confidentiality in welfare

Angus: welfare confidentiality is separate, that is part of the role itself, not being on the Exec

Christina: a tier 1 is someone who impacts on, and represents the whole of the JCR, not a niche group

Freddie: Altogether we have - doing day-to-day things, representing college, impacting on whole college/ representing the whole of college

Chair: It seems that there are differences in opinion but we have a general idea of the purpose of the Exec

Freddie: tier 1 – will their ability to do their role be improved by being a tier 1?

Jake: Is the definition that its necessary to be a tier 1 to do your role? Would all the current exec pass this test? They would, plus international rep and senior frep. The other tier 2s may not benefit from that, but would benefit from a better channel of communication. If you had big meetings with all tier 2s twice a term everyone would then also benefit from wider representation.

Christina: Should Bar Sabb become ex-officio?

Jono: like the idea of twice termly big meetings, but how would that be facilitated practically?

Jake: Everyone could give a status report on how their job is going, plus discussing the general running of the JCR, and any new ideas

Freddie: could have a meeting at the beginning of term when everyone says what they want to do in their role and what the JCR is going to do, and then at the end of term to see if you have achieved those things

Jono: that works at College level with College Council

Emily: would make tier 2s feel more involved and more listened to

Chair: from here we have decided that we are happy with retaining one level as exec as per the current system. The ideal number is between 12 and 15. We will have general meetings once or twice a term with all the tier 2s and tier 1s.

The meeting then considered each role one by one to decide whether they should be on the Exec:

President: YES

Vice-President: YES

Treasurer: YES

BarSabb: EX-OFFICIO

Buttery Chair: should they also be ex-officio if BarSabb is? Bridget – with the changes to Treasurer, they will be less involved in the Buttery accounts, plus they are now involved in the social events too. Jono: will probably improve the buttery. Chair: we can use the shop more. Tom: the Buttery is JCR owned, should be more input from the JCR.

EX-OFFICIO

Welfare: YES

Outreach: Angus - useful for them to know what’s going on so that they can effectively communicate with livers-out. Chair: is there a lot of overlap with publicity? Paige: its not livers-out rep. Emily – all the communication with livers-out is from the publicity officer. Jono – providing an opinion, and someone to just think about the livers out is very useful on the exec. There is scope for it to do charity things. Has been a bit overridden by the Alumni and Development Officer. Alex T – there is a lot of potential in the role, so it should be kept based on that. Stella – such a large proportion of College living out, so it is necessary that it is there. \*edits to Outreach job description\*

**AP: Jono to discuss with Meg and write a motion for the new job description of Outreach**

YES

Social Chair: YES

SU Rep: represent views of college to the SU, and vote on behalf of college on matters that affect the whole Uni, plus reporting back to college on SU matters. Angus – do they need to be on the Exec to do their role effectively? Stella – need the opinions of the exec and different people on the exec to represent college effectively. Paige – bring back a lot of important info. Alex T – SU has political potential. Could the responsibilities of SU Rep be done by VP or Outreach? Jake – too much to do to overlap the roles. You can’t represent the college if you don’t know what’s going on, also provide a bridge between JCR and MCR.

YES

Services: YES

Publicity: YES

Chair: very difficult to be an impartial observer when you are also supposed to be part of the team. Tom – depends on how you interpret impartiality, do you facilitate discussion, or provide a counterbalance? The Chair can only do their role effectively if they are truly independent. Bringing this to a JCR meeting to discuss it being ex-officio.

**AP: Emily to write a motion to make the Chair ex-officio**

The meeting went through each tier 2 position to decide whether it should move up to the Exec. All positions to stay as they are unless specified below:

International Rep – does it impact the whole of college? it is about integration and everyone sharing in different cultures. the events are for everyone but is it more crucial to give the opinions of international students on the exec

YES to moving it up to Exec

Who is now on the Exec:

President

Vice-President

Treasurer

Welfare

Outreach

Social

DSU

Services

Publicity

International

Ex-officio – Chair, BarSabb, Buttery Chair

Assistant Welfares and Assistant Treasurer are now mandate to work events.

**AP: Paige to write motion for Assistant Social to work events**

**AP: Jake writing motion to move up International Rep**

**AP: Freddie writing motion about general tier 1 and tier 2 meetings**

**AP: Freddie writing motion about Senior Frep**

**AP: Bridget to write motion to move Buttery to ex-officio**

* + Tier 2s

Could we move this towards specific interest groups to vote for these

This is a different kettle of fish to be discussed another time

The Chair thanked everyone for attending a very successful meeting!

1. **Adjournment**

16:18

Prepared by,

**Alex Brown**JCR Chair

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# Exec Restructure Motion

# Summary

Over time the responsibilities and jobs given to the Exec have largely treated the Exec as one homogeneous unit. This has not respected the fact that the role of each Tier 1 varies greatly. As such many Tier 1 exec are responsible for things that in no way relate to their jobs and predominantly serve to get in the way of their actual responsibilities. Equally, there are some Exec roles that have historically been Tier 2, but have now evolved to a point where they may be able to better serve the JCR by having greater responsibility. This restructuring aims to streamline the day-to-day running of the JCR; allowing Exec members to focus on their specific area of responsibility and encourage the growth of important new Tier 1 roles.

# The JCR Notes

* The current Tier 1 exec spends a great deal of time on its own administration.
* All roles in the Exec are voluntary and unpaid.
* The current structure of the Exec is based on the old charity framework

# This JCR Believes

* Now that almost all Tier 1 roles are open to livers out, we should re-evaluate the level of responsibility given to them.
* Some Tier 1 roles would benefit from having some of their responsibilities streamlined, to allow more time to focus on their specific area of work.
* Some Tier 2 roles have the potential to be more involved in the day-to-day running of the college if given greater responsibility, and have outgrown their Tier 2 status over the last few years.

# This JCR Resolves (NB: The appendix for this motion is on the screen)

* To promote some current Tier 2 roles to Tier 1 *(see Appendix)*
* To group some of the Tier 1 roles into a “Core Exec” *(see Appendix)*
* To mandate that this “Core Exec” have weekly meetings
* To release the agenda of this meeting to the whole exec a minimum of 48 hours in advance
* All members of the Core Exec must attend
* The Vice President will invite relevant members of the General Exec based on the agenda in order to streamline attendees
* Minutes will be available to the whole general exec after the meeting, before the release of the next agenda
* The entire exec must meet together bi-termly, as a forum to discuss the general direction of the JCR

**Proposed by:** Freddie Riddell
**Seconded by:** Becki Cornes

**Proposed structure**

**Core Exec**

* President
* Vice President
* Treasurer
* Chair (ex officio)
* Welfare Officer
* Publicity Officer

**General Exec**

* Social Chair
* Services Officer
* Outreach Officer
* DSU Rep
* Bar Sabb (ex officio)
* Buttery Chair
* Senior Frep (Until the end of freshers week)
* International Rep
* Tech Manager