

Trevelyan College Junior Common Room Job Descriptions

As of 04 February 2016



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Preamble

While the items listed within these job descriptions are intended to form the binding core of an officer's role, they are by no means to be considered exhaustive. It is with this in mind that the following specific provisions are made:

1. That certain circumstances may mitigate the necessity to fulfil the full requirements of a role;
2. That, where there is no conflict of interest with that of the JCR, all officers shall be bound to accept the mandate of the Durham Students' Union to undertake such actions as are required and to attend all meetings at which their presence is expected;
3. That each officer shall agree with their successor a timetable for the handover of skills and responsibilities as to best serve the purposes of the JCR;
4. That each officer shall leave contact details for their successor at the end of their term of office;
5. All holders of a Tier 1 or Tier 2 position, and members of JCR Committee and Steering Committee shall attend all JCR meetings or submit sufficient apologies to the Chair by the publicised deadline.

Where an Officer intends to act outside the specific provisions of autonomy detailed in their Job Description or any other part of the Constitution, Standing Orders or Job Descriptions, it should be considered necessary to take the issue to be put before a JCR meeting.

1. Tier 1

The Executive Committee

General Requirements

1. Each member of the Exec shall report to the JCR at each JCR Meeting and shall present a written report at the end of each term;
2. The Exec shall meet weekly and when deemed necessary by its members each shall submit a report;
3. Each member of the Exec shall sit on Joint College Officers and JCR Executive Meetings held once a term;
4. Each member of the Exec shall conduct termly landing meetings in association with Steering Committee;
5. Each member of the Exec or Exec elect shall attend Durham Students' Union Assembly Meetings and AGM and EGM at the request of the Durham Students' Union Representative;
6. The President and the Vice-President shall be responsible for the handling of noise complaints around College. In the event that the Vice-President does not live in College, another member of the Exec shall assume this responsibility;
7. Each member of the Exec shall sign the Confidentiality Agreement;
8. Each member of the Exec shall produce and present to the incoming Exec member detailed handover notes before the end of their term;
9. Each member of the Exec shall be willing to take on any tasks that may arise, on agreement with the rest of the Exec.
10. They shall from time to time give to the JCR information on the state of the JCR, and recommend to their consideration such measures as they shall judge necessary and expedient.

11. Any member of the Exec who is a signatory on a JCR account must produce, in duplicate, signed change of signatory forms for their respective JCR account to be given to the incoming Treasurer before the end of their term of office.
12. All members of the Exec should assist the running of formal at the discretion of the Services Officer. The number required for each formal will be assessed by the Services Officer based on the occasion, the number of people attending and the cost to the JCR. The President, Vice President and Services Officer shall be expected to attend all Formal meals, with at least three other members assisting.
13. Each member of the Exec must work both the Informal Ball and the Summer Ball, including clearing up after both events at the discretion of both the Social Chair and the Sabbatical Bar Steward.

1.1. The President

The President must live in College for all three terms of their office and shall:

1. Co-ordinate and have ultimate responsibility for all matters concerning the JCR;
2. Have the authority to sit on any of the JCR Committees as an ex-officio member;
3. Be responsible, with the other members of the Exec, for JCR liaison with external organisations;
4. Meet the College Principal on a regular basis, generally weekly in term time;
5. Be the signatory on all cheques from the JCR Bank Account;
6. Read notices before every Formal dinner, as required, and bow out at the end;
7. Meet regularly with the Vice-President, generally weekly in term time;
8. Meet monthly with the MCR President;
9. Meet termly with the Treasurer to review all JCR accounts;
10. Attend JCR Committee once per term, so as to be questioned by its members;
11. Be obliged to attend any JCR Committee, at the request of that Committee, or provide written advice in advance if apologies have been sent;
12. Attend Nightline training at the earliest convenient opportunity;
13. Sit on Buttery Committee as an ex-officio member;
14. Sit on the following committees:
 - (a) **College:** College Council, Bar Policy Committee, Special Projects Development Group, Trevelyan Society and Trevelyan Trust (Durham Group);
 - (b) **JCR:** Executive, Finance, Social, Students' Union;
 - (c) **University:** Presidents Committee.

1.2. The Vice-President

The Vice-President must live in College for at least two of their three terms in office and shall:

1. Assume in the absence of the President or the Chair, that role to completion unless in the first or second term of office when re-election takes place;
2. Be responsible for all matters concerning the administrative and practical operation of the JCR;
3. Be responsible for JCR Graduation Week arrangements in the Easter term after their term of office ends;
4. Be responsible for all liaisons between College Mentors and the JCR;
5. Be responsible for the noise complaints procedure in College provided that they live in College;

6. Organise and convene the JCR Committee;
7. Provide at least two opportunities to order College clothing during their term of office, normally in Michaelmas and Epiphany Terms;
8. Organise the collection of payment, ordering of items and distribution to JCR members;
9. Provide advice and assistance to Clubs and Societies on the purchase of branded clothing;
10. Be responsible for organisation of activities and liaison with Wallington Hall;
11. Must appoint one member of JCR Committee to sit on Publicity Committee;
12. Assume any responsibilities as delegated by the President;
13. Sit on the following committees:
 - (a) **College:** College Council, Formal SSC, Health and Safety;
 - (b) **JCR:** Executive, JCR.

1.3. The Treasurer

The Treasurer is recommended to live in College for at least two of their three terms in office and shall:

1. Keep accounts and oversee all financial transactions of the JCR;
2. Be responsible for the JCR accounts;
3. The Treasurer shall allocate funds to the Assistant Treasurer, Buttery Treasurer or Exec member, who shall draw up a detailed budget which must be approved jointly by both the President and Treasurer before funds are released;
4. Be responsible for all monies owned by the JCR;
5. Be responsible for and chair Finance Committee;
6. At all times adhere to the financial obligations laid out in the DSO Framework and its Appendices;
7. Oversee the actions of the Assistant Treasurer and be the second signatory on all payments made by the Assistant Treasurer;
8. The Treasurer will meet with the Assistant Treasurer and Buttery Treasurer weekly during term time in order to delegate tasks and to ensure that they fulfilling their Job Descriptions;
9. Ensure annual accounts and budgets are presented to College Council in accordance with the Memorandum of Agreement;
10. To prepare a report on at least a once termly basis for the JCR, explaining the status of the JCR's finances and publicising any non-regular changes in spending;
11. Be responsible for obtaining necessary insurance for the JCR;
12. Meet termly with the President to review all JCR accounts and help them prepare for the accounts and budget presentation at College Council meetings;
13. Ensure that all external financial deadlines are met;
14. Ensure that the incoming Treasurer is a signatory on all JCR accounts by handover;
15. Shall be present at all events to aid the Exec with all financial matters;
16. To present management accounts termly to the Executive Committee;
17. Must be able to carry out their duties during all vacation periods;
18. Have the authority to sit on any JCR Committee for financial reasons as an ex-officio member;
19. Sit on the Buttery Committee for financial purposes, to be the cosignatory on financial transactions for the Buttery and to aid in ensuring that all Buttery Workers are up to date with cash handling procedures and proper safe usage as laid out in the University Financial Framework;
20. Must appoint one member of Finance Committee to sit on Publicity Committee;
21. Sit on the following committees:

- (a) **College:** Special Projects, Bar Policy;
- (b) **JCR:** Executive, Finance.

1.4. The Welfare Officer

The Welfare Officer must live in College for at least two of their terms in office and shall:

1. Meet weekly with the Assistant Welfare Officers, to discuss and co-ordinate welfare matters;
2. Liaise regularly and meet weekly, with the Senior Tutor and Chaplain to ensure College Officers are up to date with current student welfare issues;
3. Liaise between the JCR and College on all matters concerning new students in coordination with the Senior Freshers' Representative(s);
4. Attend Nightline training at the first possible opportunity, and any other relevant training made available;
5. Manage expectations from the student body so that the Welfare Officers do not give advice or counsel to any student;
6. Be responsible for the organisation and implementation of awareness weeks and welfare campaigns throughout the year in conjunction with the Students' Union where appropriate;
7. Have responsibility for organisation of welfare related events and activities during Freshers' Week in conjunction with the Senior Frep,
8. Oversee the selection of the Academic Parents in conjunction with the Senior Tutor and Assistant Welfare Officers;
9. Maintain and replenish a stock of welfare supplies, including but not limited to condoms, pregnancy testing and sexual lubrication;
10. To maintain and utilise where necessary a welfare mobile for signposting and delivery of supplies, to be switched on only during Freshers' Week and during drop-ins;
11. To run two weekly drop-in sessions, to provide a listening and signposting service to students, and to give out relevant supplies. Outside these hours, the College Officers have the responsibility for the welfare of students;
12. Chair Welfare Awareness Committee;
13. Help the JCR Executive Committee to organise and run Open Days and Freshers' Week;
14. Maintain and update regularly a list of contacts and support services for signposting, in conjunction with the Students' Union Advice and Help Service;
15. Sit on the following committees:
 - (a) **JCR:** Executive, Welfare Awareness;
 - (b) **University:** Welfare, Equality and Diversity.

1.5. The Outreach Officer

The Outreach Officer must have lived out while at College, or must live out for at least two of their terms of office and shall:

1. Maintain the JCR livers-out notice boards in College;
2. Hold office hours in College to aid house-hunting, which should be publicised on the notice boards;
3. Assist JCR members in finding accommodation for their time living out of College;
4. Help and represent all members of College who live out;
5. Distribute the Durham Students' Union guide to living out to be distributed at the beginning of the Michaelmas Term to prospective Livers-Out;

6. Organise Students' Union presentations to Freshers on house-hunting at end of the Michaelmas term;
7. To organize a variety of careers events for JCR students;
8. To provide information to the JCR on internships and graduate job opportunities;
9. Be ultimately responsible for all JCR Alumni matters;
10. Be responsible for the livers out lockers;
11. Sit on Publicity Committee;
12. Sit on the following committees:
 - (c) **JCR:** Executive, Welfare Awareness, JCR;
 - (d) **University:** Livers Out Representative.

1.6. The Social Chair

The Social Chair must live in college for at least two terms of office unless Clause 7.1.2.11 of the Standing Orders applies and shall:

1. Plan, organise and run Take ultimate responsibility for all JCR social events;
2. Chair the Social Committee and be responsible for its actions;
3. Liaise with the Hospitality Manager on a regular basis about upcoming events, ensuring their final approval is gained before any bookings are made;
4. Adhere to the budget set by the Treasurer and shall be in the first instance financially accountable to them;
5. Under no circumstances confirm arrangements with suppliers until the relevant people have given their approval;
6. Work with the Senior Freshers' Representative(s) to co-ordinate Freshers' Week entertainment;
7. Take full responsibility for the Summer Ball that occurs in the Easter Term after their term of office ends;
8. Maintain the art garage and the storage of decorations;
9. Be trained in the use of PA equipment;
10. Sit on the following committees:
 - (a) **JCR:** Executive, Social, Live Music, DUCK, Ball;

1.7. The Durham Students' Union Representative

The Durham Students' Union Representative shall:

1. Be responsible for liaising between the JCR and Durham Students' Union;
2. Accept the mandate to vote for or against motions at Durham Students' Union Council, as requested by a majority vote of the Trevelyan JCR Executive, unless an amendment is adopted which significantly alters the meaning of the substantive;
3. Give a report to the JCR on the proceedings of Students' Union Committee, Durham Students' Union Council and the Union as a whole as necessary at JCR meetings and ensure Livers Out are informed of Students' Union matters;
4. Oversee the publicity for all Students' Union events in the JCR and of JCR involvement in Students' Union campaigns;
5. Chair Students' Union Committee and be responsible for its actions.
6. Liaise with the MCR Vice-President;
7. Produce the Students' Union section in the Freshers' Handbook;

8. Lead and support the students of the JCR in any issue or campaign that is relevant to the Students' Union, or the University as a whole;
9. Coordinate the Trevelyan entry for University Challenge as required by the Union;
10. Must appoint one member of Students' Union Committee to sit on Publicity Committee;
11. Sit on the following committees and bodies:
 - (a) **JCR:** Executive, Social, Students' Union;
 - (b) **University:** Durham Students' Union Joint Committee, Durham Students' Union Council, Durham Students' Union AGM.

1.8. The Services Officer

The Services Officer must live in College for at least two of their three terms in office unless Clause 7.1.2.11 of the Standing Orders applies, and shall:

1. Be responsible for all domestic appliances belonging to the JCR;
2. Ensure all electrical equipment and domestic appliances belonging to the JCR are maintained and stocked, and organise an annual PAT test;
3. Be responsible for the maintenance and upkeep of the JCR Pool Table, BBQ and the Table Football Table;
4. Liaise with the rental companies from whom the JCR rent or lease equipment, also report problems and pass on ideas for improvement from the JCR;
5. Organise Joint Formal Dinners including ballots and seating plans;
6. If possible, arrange one Livers Out Formal during each of the first two terms of the academic year;
7. Liaise regularly with the relevant College Staff;
8. Be responsible for cleaning the Trevor costume when necessary;
9. Organise the collection of crockery and cutlery at the end of each term;
10. Relay the views of the JCR on food to catering at least once a term, and organise House Committee;
11. Be responsible for maintaining an up-to-date list of Services-related assets,
12. Maintain pantries and laundry rooms in correspondence with the respective College Staff.
13. Be trained in the use of PA equipment;
14. Sit on the following committees:
 - (a) **College:** Health and Safety;
 - (b) **JCR:** Executive, Food and House

1.9. The Publicity Officer

The Publicity Officer is advised to live in College but this is not a requirement for election and shall:

1. Take and publicise the minutes of JCR, JCR Committee and Exec meetings. The minutes of the latter meetings may be only published in part, subject to Exec discretion;
2. Organise and sell the matriculation, graduation, summer, freshers, and sports team photographs;
3. Purchase and maintain Exec stationery;
4. Be ultimately responsible for Open Days;
5. Produce a regular Bogsheet, which should be checked by the Welfare Officers before distribution;
6. Be responsible for the whiteboard on the cobbles;
7. Be responsible for handing over admin of the Facebook Page, Twitter and Website;

8. Be the point of contact between the College Officers and the JCR in relation to the use of the information display screen on the Cobbles;
9. Be ultimately responsible for the caretaking and provision of up to date information on the website, in conjunction with the IT committee; and on the JCR Facebook Page;
10. Be responsible for producing a Livers Out Newsletter, either physically or digitally, no less than twice per term in conjunction with the Outreach Officer;
11. Chair Publicity Committee;
12. Sit on the following committees:
 - (a) **College:** Executive, JCR, IT, Publicity;

1.10. International Students' Representative

The International Students' Representative shall:

1. Provide support and signposting for issues related to international students, in conjunction with the Welfare Officers;
2. Liaise between College, the JCR and the Senior Freshers' Representative(s) on all matters concerning International Freshers' Week;
3. Assist international students in acclimatising to life in the UK, Durham, and Trevelyan;
4. Encourage integration of the international students in the Trevelyan community;
5. Liaise with the Students' Union International Students Officer;
6. Liaise with the International Office and the International Students Association (ISA), raising awareness of the International Office and ISA within college;
7. Liaise with the MCR regarding International Postgraduate students;
8. To provide information on international integration to the Freshers' Representatives before Freshers' Week and to discuss appropriate measures with the Senior Freshers' Representative(s).
9. To consult with the Social Chair on providing international centric events and inclusive themes for events
10. Sign the JCR Confidentiality Agreement;
11. Sit on Welfare Awareness Committee;
12. Be accountable in the first instance to the Welfare Officers.

1.11. The Sabbatical Bar Steward

The Sabbatical Bar Steward must live in College for all three terms in office and shall:

1. Be a Sabbatical Officer;
2. Be legally responsible to the Bursar;
3. Be responsible for the overall running of the Cloisters and JKH Bars at all times;
4. Ensure the Bar is run in a financially sound manner;
5. Ensure the Bar is run in a safe manner;
6. Have overall responsibility for all matters concerning the Bar;
7. Be an *ex officio* member of the JCR executive committee
8. Be appointed an Honorary JCR Member for the duration of their tenure;
9. Complete all duties associated with their position in the JCR, and those responsibilities laid out in the "Bar Job Descriptions" and the "Sabbatical Bar Steward Contract";
10. Be trained in the use of PA equipment;
11. Sit on the following committees:

- (a) **College:** Formal SSC, College Council, Health and Safety, Special Projects, Bar Policy Committee, Fine Arts Committee;
- (b) **JCR:** Executive, Finance, Social, Live Music, DUCK;
- (c) **University:** Bar Sabb.

1.12. Buttery Chair

The Buttery Chair shall:

1. Act according to the Buttery Committee Constitution to be found on the Buttery Website;
2. Be an *ex officio* member of the JCR executive committee
3. Be responsible for maintaining an up-to-date list of the Buttery's assets;
4. Organise the running of the Buttery at all major JCR events.

1.13. The Chair

The Chair is advised to live in College but this is not a requirement for election. They shall remain unbiased and impartial in all matters concerning the JCR from the day on which they assume office until the bow out ceremony on their final day of office. The Chair-elect will be required to sit on Steering Committee. Thus the Chair has no voting rights in JCR elections, and may not hold any other JCR positions, and shall

1. Organise, in conjunction with the President, at least one JCR meeting per term;
2. Chair JCR meetings;
3. Chair the Joint College Officers and JCR Executive meetings;
4. Chair Steering Committee;
5. Be responsible for overseeing the Steering Committee in the running of the elections, ensuring that they are run in accordance with rules laid down in the Standing Orders;
6. Be an *ex officio* member of the JCR executive committee
7. Be responsible for updating the Standing Orders and Job Descriptions with all its subsections, convening an open meeting at the end of each term to discuss any changes of a small or non-urgent nature;
8. Bring forward automatic motions of censure for non-adherence of officers to any terms in the Standing Orders or Job Descriptions;
9. Remain an unbiased source of information for the JCR;
10. Be responsible for the Annual Ratification of Clubs and Societies in coordination with the Assistant Treasurer;
11. Work with the Steering Committee in the running of informal meetings of JCR members where feedback on the running of the JCR shall be obtained;
12. Co-ordinate the Exec at weekly meetings;
13. Required to attend any Committee or Society meeting where requested to provide impartial advice or Charing services, or provide written advice in advance where apologies are sent;
14. Be trained in the use of PA equipment;
15. Forward all financial motions to Finance Committee prior to the JCR Meeting that they are being presented at;
16. Must appoint one member of Steering Committee to sit on Publicity Committee;
17. Sit on the following committees:
 1. **College:** Joint College Officers and JCR Executive;
 2. **JCR:** Executive, Steering, JCR.

2. Tier 2

2.1. Assistant Treasurer

The Assistant Treasurer shall:

1. Assume any responsibilities as delegated by the Treasurer, and be accountable to them in the first instance;
2. Act as Vice-Chair and Secretary for Finance Committee, take minutes at all meetings and ensure that a suitable room is booked at a date and time set by the Treasurer;
3. Collate and prepare all applications to Finance Committee for meetings;
4. Be responsible for keeping all JCR Society and Sports accounts;
5. Assist the Chair with the annual ratification of clubs and societies;
6. Organise submissions to the Expeditions Committee and Trevelyan College University Participation (TCUP) and sit on those committees;
7. Be responsible for maintaining a list of all JCR assets;
8. Organise and run Treasurer Training alongside the JCR Treasurer for the Treasurers of Clubs and Societies in Easter Term and subsequently meet all the Treasurers of Clubs and Societies once a term, either individually or via a termly meeting to ensure that all budgets and accounts are up to date;
9. Sit on Social and Ball Committees purely for financial purposes.
10. Work with the Social Chair to produce budgets for all JCR events – these budgets must be approved by the JCR Treasurer and any significant change in budget (over 10% of the total budget or £500 – whichever is higher) must be also be approved by the JCR Treasurer.
11. Work the cash desk at Informal Ball, Trevs Night and Summer Ball until 10pm at the latest.
12. Be a signatory on the account and ensure that the incoming Assistant Treasurer is a signatory on the JCR accounts by handover.
13. Complete all required financial transactions for Clubs and Societies and Events with the JCR Treasurer as the second signatory.
14. Send out bank balances to all clubs and societies at least once a term.

2.2. Buttery Treasurer

The Buttery Treasurer shall:

1. Assume any responsibilities as delegated by the Treasurer, and be accountable to them in the first instance;
2. Be responsible for maintaining a comprehensive list of Buttery assets;
3. Shall manage the day to day running of the Buttery in relation to financial activities;
4. Be responsible for obtaining approval for any non-routine expenditure from the Treasurer and President in accordance with the standing orders;
5. Present up to date Buttery accounts to Finance Committee when required by the Treasurer;
6. To be a signatory on the account and ensure that the incoming Buttery Treasurer is a signatory on the JCR account by handover.
7. Complete all required financial transaction for the Buttery with the JCR Treasurer as the second signatory.
8. To act in accordance with Section 15.2.4 in the Standing Orders.

2.3. JCR Computing Officer(s)

The JCR Computing Officer(s) shall:

1. Convene at least two meetings with the IT Committee per term to discuss matters concerning the JCR computing facilities;
2. Take overall responsibility for the maintenance of the JCR computing facilities both hardware and software, including the CIS Self-Service printer and liaising with CIS;
3. Liaise with CIS to assist with problems with College cabling;
4. Research and publicise the upgrading of College computing facilities as appropriate;
5. Take overall responsibility for providing general computing assistance to members of the JCR, particularly during Freshers' Week;
6. Spearhead all IT initiatives;
7. Be responsible for mailing lists in College;
8. Be a CIS College Representative;
9. Sign the IT Committee Confidentiality Agreement;
10. Chair IT Committee;
11. Be responsible for maintaining an up-to-date list of IT assets;
12. Be accountable in the first instance to the Secretary.

2.4. Senior Sports and Fitness Representative

The Senior Sports and Fitness Representative shall:

1. Represent the JCRs interests to Team Durham (the Athletic Union) and the College Officers;
2. Promote participation in sport at all levels, and support all College teams;
3. Undertake to be a point of contact for all College Sports Captains and to meet them once per term;
4. Chair Fitness Committee;
5. Provide information to the JCR regarding any University or non-University based sporting activities or qualifications, including maintaining a list of contact details for sports teams;
6. Maintain the College Sports Notice Board;
7. Organise the Sportsmen's Ball at the end of the Epiphany term;
8. Provide information to the JCR regarding the achievements of members of the College in sporting activities;
9. Shall be present in Freshers' week to introduce the Freshers to the College sports system;
10. Sit on Finance Committee and Publicity Committee;
11. Be accountable in the first instance to the Services Officer and Durham Students' Union Representative.

2.5. Gym Representative(s)

The Gym Representative(s) shall:

1. Be ultimately responsible for the management of the fitness facilities in College so the Gym is clean, safe and tidy;
2. Be assisted in the maintenance of the fitness facilities by the Junior Sports Reps;
3. Be trained to perform inductions and organise training for others required to induct;
4. Organise and publicise annual Gym inductions within College, predominantly in the first fortnight of Michaelmas Term;

5. Be trained to understand fully the correct operation of and to maintain properly all equipment within the Gym;
6. To have an understanding of correct running and rowing technique and primary free weight exercises (including squats, bench press, dead lift and rows);
7. Research the acquisition of new Gym equipment when necessary in conjunction with the JCR Treasurer;
8. Be responsible for maintaining an up-to-date list of Gym assets;
9. Be present in Freshers' Week to introduce the Freshers to the College fitness facilities;
10. Liaise with Gym users, to improve the fitness facilities and opportunities available;
11. Be accountable in the first instance to the Services Officer.

2.6. Art Representative

The Art Representative shall:

1. Undertake to be a point of contact for ratified College art societies and committees;
2. Communicate between the Executive Committees of ratified College art societies and committees so that all societies and committees are kept informed of art events in College;
3. Promote art within the College;
4. Chair the Joint SCR-Student Fine Art Committee;
5. Assist the Fine Art Committee in running the Trevelyan Art Prize;
6. Be responsible for organising an annual exhibition of College student art in the bar, in collaboration with the Sabbatical Bar Steward;
7. Liaise with the College Officers regarding exhibitions of student artwork in the College, excluding the annual exhibition in the bar cited in Clause 4.3.6;
8. Be responsible for any applications for finance from Special Projects or other sources where necessary for the running of such exhibitions;
9. Be responsible for obtaining and maintaining appropriate storage space in College for the equipment of ratified art societies;
10. Be responsible for organising an annual Artists' dinner to celebrate student art, open to all members of ratified College art societies and committees and students who have exhibited their artwork in College;
11. Sit on Social Committee, Finance Committee and Publicity Committee;
12. Be accountable in the first instance to the Publicity Officer;
13. Before taking on the position, the Art Representative elect must attend at least one meeting of the Fine Art Committee.

2.7. Music Representative

The Music Representative shall:

1. Chair and be ultimately responsible for the running of the Live Music Committee and Music and Performing Arts Committee.
2. Be responsible for organising and running Trevs Unplugged, the Trevstock that occurs in the Easter Term after their term of office ends, and other music events, liaising with the relevant College Officers;
3. In consultation with the Services Officer, look after the college music rooms and liaise with the Chaplain on use of the Chapel for music purposes;
4. Liaise with JCR members and ratified music societies to improve the music practise facilities and equipment in College;

5. Maintain up to date signup sheets for College music equipment and enforce relevant regulations;
6. Run the application process for Technical Manager;
7. Assist the Social Committee and SSC in organising music for events;
8. Meet with the incoming Music Representative in Easter Term before the Exam Period to make a plan for Trevstock. The outgoing Music Representative is responsible for Trevstock;
9. Run Trevstock alongside the incoming Music Representative and split the workload evenly;
10. Be responsible for organising and running the annual Musician's Dinner in Epiphany Term;
11. Be trained in the use of PA equipment;
12. Sit on Finance Committee, Social Committee and Publicity Committee;
13. Be responsible for maintaining an up-to-date list of musical assets;
14. Be accountable in the first instance to the Social Chair;

2.8. Technical Manager

The Technical Manager shall:

1. Maintain an accurate inventory of JCR PA and lighting equipment;
2. Consult with the Live Music Committee about new and replacement equipment;
3. Organise PA training courses for bands, DJs, SSC, Bar Staff and the Exec where needed;
4. Keep a list of all PA trained users;
5. Keep the PA cupboard in an orderly state;
6. Liaise with the Music Rep, Social Chair and Sabbatical Bar Steward to organise crew for all official JCR and SSC events;
7. Maintain a list of suitably knowledgeable people who may be phoned in the event of problems with the PA during events. (the Technical manager does not need to be present at every event);
8. Look after the College music equipment and organise its repair and replacement as necessary;
9. Oversee the hiring of equipment by bands and societies, forwarding payment to the JCR Treasurer;
10. Chair the Technical Committee;
11. Be ultimately responsible for the work of the Technical Hires and Equipment Coordinator and the Technical Events Coordinator;
12. Be responsible for maintaining an up-to-date list of Technical Assets, meaning all tech equipment;
13. Be accountable in the first instance to the Services Officer.

2.9. Durham University Charities Kommittee (DUCK) Representative(s)

The DUCK Representative(s) shall:

1. Chair, oversee and be responsible for the actions of the college DUCK Committee, including the appointment of the Assistant DUCK Representative and the DUCK Treasurer;
2. Organise, with that Committee, DUCK events;
3. Attend University DUCK meetings;
4. Sit on Publicity Committee;
5. Be accountable in the first instance to the Social Chair.

2.10. Assistant Social Chair

The Assistant Social Chair shall:

1. Assist the Social Chair in the organisation of all JCR social events, including but not limited to, Freshers' Bop, Informal Ball and the Summer Ball;
2. Work for at least an hour at the beginning of Informal Ball, Trevs Night and Summer Ball to assist the Social Chair in co-ordinating the entertainment;
3. Must work when required for logistical purposes on Trevs Day, at the discretion of the Social Chair;
4. To have specific responsibility for the organisation of security, first aiders, additional porter cover, fireproofing, and the upkeep of the social garage;
5. Attend Social Committee and Ball Committee and act as Secretary;
6. Sit on Publicity Committee;
7. Sign the Confidentiality Agreement;
8. Be accountable in the first instance to the Social Chair.

2.11. Environment and Fairtrade Officer

The Environment and Fairtrade Officer shall:

1. Work with the College "Environment Champion" to promote awareness in College of the environment and of the Fairtrade ethos;
2. Convene and chair the College's Environment Action Group (Green T) meetings between staff and student representatives;
3. Liaise with college staff on matters regarding the College grounds;
4. Attend meetings of the Greenspace Student Environment Group;
5. Be accountable in the first instance to the Vice-President.

2.12. Assistant Welfare Officers

The Assistant Welfare Officers are advised to live in College but this is not a requirement for election and shall:

1. Be two Assistant Welfare Officers, who shall be different in gender OR who shall both be different in gender to the Welfare Officer;
2. Be elected independently of each other;
3. Be of equal status;
4. Assume any responsibilities as delegated by the Welfare Officer, and be accountable to them in the first instance;
5. Meet together weekly with the Welfare Officer and other Assistant Welfare Officer, to discuss and co-ordinate welfare matters;
6. Attend Nightline training at the first possible opportunity, and any other relevant training made available;
7. Split between themselves overall responsibility for:
 - 7.1. The organisation and running of the Welfare Events Room and rota, excluding those that occur during the Open Days and Freshers' Week;
 - 7.2. The selection and running of the Academic Parenting scheme, including the initial meeting between the new parents and children and the continued correspondence throughout the year;
 - 7.3. The publicity of welfare information to the JCR via the Facebook page, the noticeboard, and any other media, in liaison with the Publicity Officer;
 - 7.4. Taking minutes of Welfare Awareness Committee meetings;

8. Assist the Welfare Officer in the organisation and implementation of awareness weeks and welfare campaigns through the year;
9. To each run weekly drop-in sessions, to provide a listening and signposting service to students, and to give out relevant supplies. Outside these hours, the College Officers have the responsibility for the welfare of students;
10. Sign the Confidentiality Agreement;
11. Sit on the following committees:
 - (a) **JCR:** Welfare Awareness (2), Publicity (1);
 - (b) **University:** Welfare, Equality and Diversity (2).

2.13. LGBT+ Students' Representative(s)

LGBT+ students include, but are not limited to: lesbian, gay, bisexual, transgender, pansexual, asexual, intersex, non-binary and sexuality and gender questioning individuals.

The LGBT+ Students' Representative(s) shall:

1. Represent and raise awareness of LGBT+ issues and events within College;
2. Provide support and signposting for LGBT+ related issues in conjunction with the Welfare Officers;
3. Attend Nightline training, the Introductory Welfare Information session provided by the Students' Union LGBT Association (LGBTa) and other relevant welfare training at the earliest opportunity;
4. Organise and run LGBT+ campaigns and events within College, in conjunction with (where necessary), the Welfare Awareness Committee and the LGBTa;
5. Develop and promote the LGBT+ community within College, including, but not limited to, managing the Trevs LGBT+ Facebook group;
6. Liaise with the LGBTa and promote and raise awareness of the LGBTa within College;
7. Attend LGBTa College Representative Committee at least once per term;
8. Give feedback of any issues affecting LGBT+ students to the LGBTa Executive Committee;
9. Sign the JCR Confidentiality Agreement;
10. Sit on the Welfare Awareness Committee;
11. Be accountable in the first instance to the Welfare Officers.

Note: It is suggested that the LGBT+ Students' Representative(s) identify as an LGBT+ student, though this is not a requirement.

2.14. Students with Disabilities Representative

The Students with Disabilities Representative shall:

1. Be a point of contact for students with disabilities;
2. Represent and raise awareness of disability-related issues and events within College;
3. Help to organise and run an Awareness Week including disability awareness within College alongside the Welfare Officers and the Welfare Awareness Committee, and at the same time as other Colleges;
4. Provide support and signposting for disability-related issues in conjunction with the Welfare Officers;
5. Attend Nightline training, or other relevant welfare training at the earliest opportunity;

6. Liaise with the Students' Union Disabilities Officer;
7. Liaise with the Students With Disabilities Association (SWDA), raising awareness of the SWDA within college;
8. Liaise with Durham University Services for Students with Disabilities (DUSSD), raising awareness of DUSSD within college;
9. Sign the JCR Confidentiality Agreement;
10. Sit on Welfare Awareness Committee;
11. Be accountable in the first instance to the Welfare Officers.

2.15. Senior Freshers' Representative(s)

Senior Freshers' Representative(s) Shall:

1. Have overall responsibility for the organisation and running of Freshers' week;
2. Have overall responsibility for leading the team of appointed Freshers' Representatives;
3. Liaise between College and the JCR on all matters concerning Freshers' Week;
4. Work alongside the Social Chair to coordinate smooth running of social events during the week;
5. Liaise with all relevant people regarding the timetable of Freshers' Week;
6. Administer the appointment and assignment of Freshers' Reps during the Easter Term in accordance with Clause 4.4.1 in the Standing Orders;
7. Co-ordinate the JCR Freshers' Handbook;
8. Assist the International Students Representative with the running of International Students Week;
9. Assist the Secretary in the running of Open Days;
10. Have overall responsibility for the organisation and running of Re-Freshers' Week at the start of Epiphany term;
11. Be advised to attend a Nightline training weekend;
12. Meet regularly, when necessary, with the President, Treasurer, Welfare Officers and Social Chair, throughout Easter Term and communicate regularly during the summer vacation;
13. Sit on Publicity Committee at appropriate times of the year, as deemed by the Secretary;
14. Sign the JCR Confidentiality Agreement;
15. Be accountable in the first instance to the President.

Note:

The Senior Freshers' Representative(s) should have previous experience such as previously being a Freshers' Representative.

2.16. Yearbook Editor(s)

The Yearbook Editor(s) shall:

1. Be responsible for the production of the Yearbook;
2. Sit on Publicity Committee at appropriate times of the year, as deemed by the Secretary;
3. Be accountable in the first instance to the Vice President.

3. Tier 3

3.1. Technical Hires and Equipment Coordinator

The Technical Hires and Equipment Coordinator shall:

1. Maintain an accurate inventory of PA equipment;
2. Keep the PA store room organised and tidy;
3. Maintain the Technical equipment and report equipment to the Technical Manager which needs to be repaired professionally or replaced;
4. Be responsible for outgoing hires of JCR owned Technical equipment;
5. Organise an annual PAT Test of Technical equipment;
6. Be appointed by the Technical Manager;
7. Sit on the Technical Committee.

3.2. Technical Events Coordinator

The Technical Events Coordinator will:

1. Work alongside the Technical Manager in organising major JCR events, which may include Freshers' Week, the Informal Ball, Trevs Day, the Summer Ball and Trevstock;
2. Be appointed by the Technical Manager;
3. Sit on Social Committee;
4. Sit on the Live Music Committee and Technical Committee.

3.3. MASH Room Technician

The MASH Room Technician shall:

1. Be accountable to the Technical Manager in the first instance;
2. Work with the Technical Manager and Music Rep to keep the MASH Room in a working and tidy state;
3. Maintain and upkeep the Technical equipment in the MASH room and report equipment to the Technical Manager which needs to be repaired professionally or replaced;
4. Be appointed by the Music Representative and Technical manager;
5. Sit on the following committees: Technical Committee, Music and Performing Arts Committee;

3.4. Junior Sports and Fitness Representatives

The Junior Sports and Fitness Representatives shall:

1. Represent the interests of the JCR to Team Durham (the Athletic Union);
2. Assist in the publicity of Sporting events and achievements within college;
3. Meet on a regular basis with the Senior Sport and Fitness Representative and Gym Representative(s);
4. Assist in maintaining the College fitness facilities and the running of sporting events (including the Sportsmen's Ball) organised by the Senior Sports and Fitness Representative;
5. Sit on Fitness Committee;
6. Be accountable in the first instance to the Senior Sports and Fitness Representative and Gym Representative(s).

3.5. Freshers' Representatives

Freshers' Reps shall:

1. Aid with the organisation and running of Freshers' week;
2. Consist of a necessary number of individuals at the discretion of the Senior Freshers' Representative(s);

3. Arrive in Durham two days before the start of Freshers' week;
4. Be assigned to an Exec member who shall lead a group of first year students assigned to them by the Senior Tutor;
5. Sign the JCR Confidentiality Agreement
6. Be accountable in the first instance to the Senior Freshers' Representative(s).

3.6. Open Day Representatives

The Open Day Representatives team shall consist of:

- (a) The Outgoing JCR Publicity Officer
- (b) The Incoming JCR Publicity Officer
- (c) The Incoming JCR Senior Freshers' Representative(s)
- (d) The Incoming JCR President
- (e) The Incoming JCR Welfare Officers
- (f) Up to 14 appointed representatives to create a team of no more than 20 people

All Open Day Representatives shall:

1. Be free the weekend after term ends to help with preparation and organisation as well as the Open Days in their entirety (Monday– Wednesday)
2. Abide by a Code of Conduct as set by the University, or Senior Tutor and Outgoing JCR Publicity Officer
3. Attend any training as deemed necessary by the JCR Publicity Officer and/or the College
3. Sign the JCR Confidentiality Agreement
4. Be accountable in the first instance to the Outgoing JCR Publicity Officer who is responsible for the running of the entirety of the Open Days

3.7. Other Committee Representatives

Committee Reps shall:

1. Attend all meetings and accept all tasks necessitated by their Committee's description, as laid out in Section 5 of this document.
2. Sign the Confidentiality Agreement

4. JCR Committees

4.1. Finance Committee

The Finance Committee shall:

1. Convene a meeting of the committee between the date of all normal motions having been submitted for consideration at a General Meeting of the JCR, and the date of that meeting;
2. Convene an emergency meeting at the discretion of the President and Treasurer;
3. Have the Treasurer acting as chair;
4. Have the Assistant Treasurer acting as Secretary, responsible for the agendas and minutes of meetings;
5. Witness the accountability of the Treasurer through the presentation of accounts and budgets;
6. Regulate the Buttery Committee's accounts, by receiving a presentation of the said accounts by the Assistant Treasurer (Buttery);

7. Consider the feasibility of, and suggest any necessary amendments to, all financial motions for presentation to the JCR at JCR Meetings prior to their presentation to the JCR;
8. Have the power to ratify financial motions proposed on behalf of the JCR, up to a value of £350, which have been passed by a two-thirds majority of those present;
9. Annually give grants to members of the JCR who are spending the summer vacation pursuing charitable or educational activities;
10. Make grant allocation for JCR clubs and societies up to £350 if passed by a two-thirds majority of those present;
11. Consist of:
 - (a) The Treasurer;
 - (b) The Assistant Treasurer;
 - (c) The Buttery Treasurer;
 - (d) The President;
 - (e) The Senior Sports and Fitness Representative;
 - (f) The Music Representative;
 - (g) The Art Representative;
 - (h) Four (4) elected representatives.
12. If an applicant so requests, the Treasurer will allow a representative to explain relevant information to the committee. The representative will leave before any decision is finalised.
13. If the applicant is a member of Finance Committee they may not remain in the meeting (at the Treasurer's discretion) and may not vote on that application.

4.2. Social Committee

The Social Committee shall:

1. Discuss and assist in the organisation of JCR social events and their advertisement;
2. Have meetings to which the Social Chair may invite extra members at his/her discretion;
3. Assist at social events as required;
4. Discuss the JCR funding given to college events;
5. Convene meetings of the Committee as necessary as organised by the Social Chair, who shall chair all meetings;
6. Consist of:
 - (a) The Social Chair;
 - (b) The President;
 - (c) The Treasurer;
 - (d) The Durham Students' Union Representative;
 - (e) The Technical Manager;
 - (f) The Music Representative;
 - (g) The Sabbatical Bar Steward;
 - (h) The MCR Social Secretary;
 - (i) The Assistant Social Chair;
 - (j) Six (6) elected members.

4.3. Welfare Awareness Committee

The Welfare Awareness Committee shall:

1. Organise campaigns/events pertinent to welfare;
2. Provide welfare information on notice boards and on the JCR website;

3. Meet at the discretion of the Welfare Officers;
4. Be chaired by the Welfare Officers;
5. Consist of:
 - (a) The Welfare Officer
 - (b) The two Assistant Welfare Officers;
 - (c) The Outreach Officer;
 - (d) The Administrative Vice-Chair of the Bar;
 - (e) The LGBT+ Students' Representative(s);
 - (f) The International Students' Representative;
 - (g) The Students with Disabilities Representative;
 - (h) Six (6) elected members;

4.4. JCR Committee

The JCR Committee shall:

1. Be organised and convened at the discretion of the Vice President;
2. Be chaired by the Vice-President;
3. Have the power to research all matters affecting the JCR and have the power to co-opt in order to aid this point;
4. Be responsible for choosing Half Colours, in accordance with Section 14 of the Standing Orders;
5. Coordinate all matters concerning JCR Alumni;
6. Have published minutes of the meeting, which shall be the responsibility of the Secretary;
7. Select from its number a Careers Representative and a JCR Photographer;
8. Consist of:
 - (a) The Vice President;
 - (b) The JCR Chair;
 - (c) The Secretary;
 - (d) The Outreach Officer;
 - (e) The Environment and Fairtrade Officer;
 - (f) Ten (10) elected members, including a JCR Photographer and a Careers Representative.

4.5. House Committee

The House Committee shall:

1. Exist to:
 - (a) Discuss changes in living amenities in college;
 - (b) Review feedback received on house issues through all channels.
2. Meet at least once a term;
3. Be chaired and minutes taken by the Services Officer;
4. Consist of:
 - (a) The Services Officer;
 - (b) Up to Four (4) JCR representatives between the JCR and Steering Committee;
 - (c) Any other representative of the JCR at the discretion of the Services Officer;
 - (d) An MCR representative;
 - (e) An SCR representative;
 - (f) The Assistant Bursar;
 - (g) The Operations Manager;

- (h) Any member of one of the Common Rooms with prior invitation from the Services Officer

4.6. Food Committee

The Food Committee shall:

1. Exist to:
 - (a) Discuss changes in food arrangements in college;
 - (b) Review feedback received on food issues through all channels;
 - (c) To discuss Joint Formal meals.
2. Meet at least once a term;
3. Be chaired and minutes taken by the Services Officer;
4. Consist of:
 - (a) The Services Officer;
 - (b) Up to Four (4) JCR representatives between the JCR and Steering Committee;
 - (c) Any other representative of the JCR at the discretion of the Services Officer;
 - (d) An MCR representative;
 - (e) An SCR representative;
 - (f) The Head Chef;
 - (g) The Food Service Manager;
 - (h) The Operations Manager;
 - (i) Any member of one of the Common Rooms with prior invitation from the Services Officer

4.7. Steering Committee

The Steering Committee shall:

1. Act to aid and witness the accountability of the Chair in carrying out elections;
2. Have no right to vote in elections for which they are acting as a Returning Officer;
3. Aid the Chair in the publicity of JCR meetings and JCR elections;
4. Aid the Chair in the running of the elections as set down in the Standing Orders;
5. Carry out termly landing meetings in association with the Exec;
6. Be bound by the Steering Confidentiality Policy;
7. Consist of:
 - (a) The JCR Chair;
 - (b) The JCR Chair-elect;
 - (c) Six (6) elected members.

4.8. DUCK Committee

The DUCK Committee shall:

1. Exist to help organise DUCK week and other charitable events in College;
2. Be convened and chaired by the DUCK Representative(s);
3. Consist of:
 - (a) The DUCK Representative(s);and
 - (b) Six (6) elected members, from whom shall be appointed by the DUCK Representative(s) a DUCK Treasurer and a DUCK Secretary

4.9. Buttery Committee

The Buttery Committee shall:

1. Be administered in accordance with Section 15 of the Standing Orders;
2. Consist of:
 - (a) The Buttery Chair;
 - (b) A Shop Manager;
 - (c) A Toastie Bar Manager;
 - (d) A Staffing Officer;
 - (e) A Buttery Treasurer;
 - (f) The Treasurer;
 - (g) The President.

4.10. Fitness Committee

The Fitness Committee shall:

1. Be ultimately responsible for all matters concerning the gym;
2. Be responsible for gym inductions;
3. Pack away the gym whenever it is required;
4. Consist of:
 - (a) The Senior Sports and Fitness Representative;
 - (b) The Gym Representative(s)
 - (c) The Junior Sports and Fitness Representatives.

4.11. Live Music Committee

The Live Music Committee shall:

1. Meet at least twice a term to discuss college music and PA issues;
2. Maintain communications about PA and music facilities use and problems;
3. Work with the Services Officer to take care of college music practice facilities including the recording studio;
4. Maintain music and PA equipment and apply to JCR and special projects funds for replacement where necessary;
5. Organise college music events such as Trevs Unplugged and assist the Social Committee in the organisation of other events;
6. Assist at music and other JCR events as required, including the Trevstock after their term of office ends;
7. Consist of:
 - (a) The Music Representative;
 - (b) The Technical Events Manager;
 - (c) MASH Room Technician;
 - (d) A member of Technical Committee;
 - (e) The Social Chair;
 - (f) The Sabbatical Bar Steward.

4.12. IT Committee

The IT Committee shall:

1. Be chaired by the JCR Computing Officer(s), who may appoint additional members to the committee, at their discretion, to assist the JCR Computing Officer(s), in their duties;

2. Have meetings of the committee organised, as necessary, by the JCR Computing Officer(s), and at least twice termly;
3. Carry out regular inspection of all public computers, including the JCR Office computers and printers and ensure all are in working order;
4. Provide assistance with any College networking;
5. Provide advice to other JCR Committees, Clubs and Societies about IT matters;
6. Run a system to allow members of the JCR to contact the IT Committee in the event that they do not have computer access;
7. Ensure that the CIS Self-Service printer contains paper and toner at all times;
8. Consist of:
 - (a) The JCR Computing Officer(s);
 - (b) The Secretary;
 - (c) The JCR Chair;
 - (d) Other additional members appointed by the JCR Computing Officer(s).

4.13. Ball Committee

The Ball Committee shall:

1. Exist to aid the Social Chair in the planning, organisation and running of the Summer Ball;
2. Be convened and chaired by the Social Chair;
3. Consist of:
 - (a) The Social Chair;
 - (b) The Assistant Social Chair;
 - (c) The President;
 - (d) The Treasurer;
 - (e) Interested members of Social Committee;
 - (f) Any additional members on the invitation of the Social Chair.

4.14. Technical Committee

1.14.1 The committee shall:

1. Be chaired by the Technical Manager;
2. Be responsible for:
 - (a) The maintenance of technical equipment;
 - (b) The organisation of the technical side of JCR events;
 - (c) The running of technical equipment at JCR events.
3. Consist of:
 - (a) The Technical Manager;
 - (b) The Technical Hires and Equipment Coordinator;
 - (c) The Technical Events Coordinator;
 - (d) The MASH Room Technician;
 - (e) Appointed Technical Committee members.

4.15. Students' Union Committee

The Students' Union Committee shall:

1. Discuss the agendas of Durham Students' Union Council and Joint Committee, and investigate the opinions of the JCR based on these agendas;

2. Have meetings in which the Durham Students' Union Representative may invite extra members at his/her discretion;
3. Aid the Durham Students' Union Representative in pursuing any specific policy of the JCR within the Students' Union;
4. Aid the Durham Students' Union Representative in the publicity and running of Students' Union elections and referenda within college;
5. Assist in the publicity of Students' Union events and campaigns within college;
6. Sit on Durham Students' Union Council;
7. Be a voting member of Durham Students' Union Council, at the discretion of the Durham Students' Union Representative;
8. Convene meeting of the committee as necessary as organised by the Durham Students' Union Representative, who shall chair all meetings.
9. Consist of:
 - (a) The Durham Students' Union Representative;
 - (b) The President;
 - (c) Six (6) elected members, including:
 - i. Four (4) members of the JCR;
 - ii. Two (2) members of the MCR.

4.16. Publicity Committee

The Publicity Committee shall:

1. Collect information regarding events and other happenings in college;
2. Publicise and communicate this information;
3. Meet at the discretion of the Secretary;
4. Be chaired by the Secretary;
5. Consist of:
 - (a) The Secretary;
 - (b) The Outreach Officer;
 - (c) The Buttery Media Officer;
 - (d) The Administrative Vice-Chair of the Bar;
 - (e) The Senior Sports and Fitness Representative;
 - (f) The Music Representative;
 - (g) The Art Representative;
 - (h) The DUCK Representative(s);
 - (i) The Assistant Social Chair;
 - (j) One (1) nominated member from the following committees:
 - i. JCR, Welfare Awareness, Finance, Students' Union, Steering, MCR Executive Committee, and SCR Executive Committee;
 - (k) And at relevant times of the year, as deemed appropriate by the Secretary:
 - i. The Senior Freshers' Rep(s);
 - ii. The Yearbook Editor(s).

4.17. International Events Committee

The International Events Committee shall:

1. Exist to aid the International Students' Representative in the planning, organisation and running of International events in college;

2. Be convened and chaired by the International Students' Representative;
3. Consist of:
 - (a) The International Students' Representative;
 - (b) The Social Chair;
 - (c) The Welfare Officer;
 - (d) The Treasurer;
 - (e) Interested members of Social Committee;
 - (f) Interested members of Welfare Awareness Committee;
 - (g) Any additional members appointed by the International Students' Representative.