Trevelyan College

**Junior Common Room**

Job Descriptions

As of 15th February, 2023

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 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.
3. That each officer shall leave contact details for their successor at the end of their term of office.
4. 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.

# Tier 1 Positions

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 held once a term.
4. Each member of the Exec shall sign the JCR Confidentiality Agreement.
5. Each member of the Exec shall produce and present to the incoming Exec member detailed handover notes before the end of their term.
6. Each member of the Exec shall be willing to take on any tasks that may arise, on agreement with the rest of the Exec.
7. 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.
8. 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.
9. 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.
10. Each member of the Exec must work both the Winter Ball and the Summer Ball, including clearing up after both events at the discretion of both the Social Chair and the Sabbatical Bar Steward.
11. A minimum of four Exec drop-ins shall be carried out during a week and shall be manned by members of the Exec. The timings and division of these drop-ins shall be decided by the Exec as a whole and publicised to the JCR.

# 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. Be guided by the Job Description specified here, by the DSO Framework and by the Sabbatical President Contract.
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. Liaise with the SCR and inform the SCR of cross-college events where necessary
10. Meet termly with the Treasurer to review all JCR accounts.
11. Attend JCR Committee once per term, to be questioned by its members.
12. Maintain the annual asset register.
13. Write contributions to relevant publications when required, such as the College Handbook and the prospectus.
14. Attend Nightline training at the earliest convenient opportunity.
15. Attend a meeting with the Vice-Chancellor at least once per term.
16. Be responsible for the noise complaints procedure in College provided the Vice-President does not live in College.
17. Attend all relevant DSO training.
18. Be responsible for the following Tier 2 positions:
    1. Senior Freshers’ Representative.
19. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | College Advisory Board, Bar Management, Special Projects, College Management, Health & Safety, Joint College Officers. |
| **JCR:** | Executive, Finance, Events, Students’ Union, *Ball*. |
| **JCR (ex-officio):** | Welfare Campaigns, JCR, Charity, Buttery, Live Music, Technical, International Events, Environment. |
| **University:** | Presidents Committee, DSO Forum, Senate Disciplinary Committee (when required). |

**Note**: This position may only be held by an individual.

# The Vice President

The Vice President is advised to live in College, but this is not a requirement for election 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 the noise complaints procedure in College if they live in College.
4. Provide at least two opportunities to order College clothing during their term of office, normally in Michaelmas and Epiphany Terms.
5. Organise the collection of payment, ordering of items and distribution to JCR members.
6. Provide advice and assistance to Clubs and Societies on the purchase of branded clothing.
7. Assume any responsibilities as delegated by the President.
8. Organise and chair the JCR Committee.
9. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Academic Activities, Joint College Officers. |
| **JCR:** | Executive, JCR (chair). |

**Note**: This position may only be held by an individual.

# The Treasurer

The Treasurer is advised to live in College, but this is not a requirement for election 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 (Clubs & Societies), Assistant Treasurer (Buttery), 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. At all times adhere to the financial obligations laid out in the DSO Framework and its Appendices.
6. The Treasurer will meet with the Assistant Treasurer and Buttery Treasurer weekly during term time to delegate tasks and to ensure that they are fulfilling their Job Descriptions.
7. Ensure annual accounts and budgets are presented to College Council in accordance with the Memorandum of Agreement.
8. 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.
9. Present a high-level yearly budget in Michaelmas term outlining key financial information, including but not limited to:
   1. Overall turnover breakdown.
   2. Comparisons with previous year on major income/outgoings.
   3. Profit/loss on events.
   4. Profit/loss in the Buttery.
   5. Any issues with club/society finances that may require intervention from the wider JCR.
   6. Any major one-off expenses or incomes.
10. Present intentions for how any surplus/deficit in the budget should be managed.
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 complete all required 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. Work with the Social Chair to produce budgets for all JCR events.
21. Be responsible for and chair Finance Committee.
22. Be responsible for the following Tier 2 positions:
    1. The Assistant Treasurer (Clubs & Societies).
    2. The Assistant Treasurer (Buttery).
23. Be responsible for and chair Finance Committee.
24. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Special Projects, Joint College Officers. |
| **JCR:** | Executive, Finance (chair), Events, Ball. |
| **JCR (ex-officio):** | Buttery, Environment. |
| **University:** | Treasurer. |

**Note**: This position may only be held by an individual.

# The Welfare Officers

The Welfare Officers are advised to live in College, but this is not a requirement for election. The Welfare Officers will be elected as two separate individual candidates. The two Welfare Officers will be of equal status and each hold one vote on the Executive Committee. They will share overall responsibility for all the duties of the Welfare Officers, and shall:

1. Meet weekly with each other, to discuss and co-ordinate welfare matters.
2. Meet weekly with the Assistant Welfare Officers, to discuss and co-ordinate welfare matters.
3. Liaise and meet regularly with the LGBT+ Representative(s) and the Students with Disabilities Representative.
4. Liaise regularly and meet weekly, with the Assistant Principal to ensure College Officers are up to date with current student welfare issues.
5. Liaise between the JCR and College on all matters concerning new students in coordination with the Senior Freshers’ Representative.
6. Attend Nightline training at the first possible opportunity, and any other relevant training made available.
7. Manage expectations from the student body so that the Welfare Officers, and any Tier 2 position holders running drop-in sessions, do not give advice or counsel to any student.
8. Be responsible for the organisation and implementation of awareness weeks and welfare campaigns throughout the year in conjunction with the Students’ Union where appropriate.
9. Have overall responsibility for the organisation of welfare related events and activities during Freshers’ Week, in conjunction with the Senior Freshers’ Representative.
10. Oversee the selection of the Academic Parents in conjunction with College and the Assistant Welfare Officers.
11. Provide welfare information to members of the JCR, on JCR notice boards, Welfare Facebook account and the JCR website.
12. Maintain and replenish a stock of welfare supplies, including but not limited to condoms, pregnancy testing and sexual lubrication.
13. Maintain and utilise where necessary a welfare mobile for signposting and delivery of supplies, to be switched on only during Freshers’ Week, Post-Offer Visit Days and during drop- ins and some campaigns.
14. To run at least one weekly drop-in session, 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.
15. Help the JCR Executive Committee to organise and run Post-Offer Visit Days and Freshers’ Week.
16. Enable the JCR Welfare Campaigns Committee to provide campaigns and the listening and signposting service.
17. Maintain and regularly update a list of contacts and support services for signposting, in conjunction with the Students’ Union Advice and Help Service.
18. Be responsible for answering messages and providing signposting on the Anonymous Welfare Messaging Service.
19. Ensure that the individual roles of each Assistant Welfare Officer are divided fairly and equally and are clearly understood.
20. Be responsible for the following Tier 2 positions:
21. The Assistant Welfare Officers.
22. The LGBT+ Representative.
23. The Students with Disabilities Representative.
24. The People of Colour Representative.
25. The Working-Class Students’ Representative.
26. Chair Welfare Campaigns Committee.
27. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Joint College Officers. |
| **JCR:**  **JCR (ex-officio):** | Executive, Welfare Campaigns (chair).  Events, Ball. |
| **University:** | Welfare, Equality and Diversity. |

**Note**: A pair cannot stand for this position. The position is held by two individuals, elected as separate individual candidates.

# The Communities Representative

The Communities Representative should have lived out while at College, or should live out for at least two of their terms of office and shall:

1. Assist JCR members in finding accommodation for their time living out of College, including, but not limited to:
2. Being available at JCR drop-ins to offer advice on house-hunting.
3. Running a housing campaign, in association with the Welfare Officer and the Students’ Union.
4. Represent the interests of all JCR members who live out, including producing a livers-out newsletter each term.
5. Provide the JCR with a fortnightly summary of internship and careers opportunities; through one or more of the JCR’s communication channels.
6. Organise volunteering opportunities for JCR members, through the creation and maintaining of one or more outreach projects.
7. Maintain (in conjunction with the Services Officer) and promote the use of the Upper JCR.
8. Have overall responsibility for all ratified societies of the JCR, and represent them and their interests both within College and the wider University by:
9. Being a point of contact offecahirring advice and assistance.
10. Ensuring society executives are given appropriate support throughout the year.
11. Assisting relevant Tier 2 positions with their society-based responsibilities, as required.
12. Be responsible for the following Tier 2 positions:
13. the Sports Representative.
14. the Music Representative.
15. the Art Representative.
16. the Charity Officer.
17. the Year Out Representative.
18. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Joint College Officers. |
| **JCR:** | Executive, Welfare Campaigns, JCR. |

**Note**: This position may only be held by an individual.

**Note**: The Communities Representative should live out for at least two terms of their time in office or have lived out in a previous academic year.

# The Social Chair

The Social Chair is advised to live in College, but this is not a requirement for election and shall:

1. Plan, organise and run take ultimate responsibility for all JCR social events.
2. In the unlikely circumstance that the Ball Chair role has not been filled, the outgoing Social Chair is responsible for the planning and organisation of Summer Ball.
3. Liaise with the Operations 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 to coordinate Freshers’ Week entertainment.
7. Be responsible for the JCR Executive Committee working events.
8. Run and oversee the duration of Summer Ball.
9. Liaise with the Assistant Social Chair to maintain the Social Garage and the storage of decorations.
10. Attend ladder training at the earliest possible opportunity.
11. Be responsible for the following Tier 2 positions:
12. The Assistant Social Chair.
13. The Ball Chair.
14. Chair the EventsCommittee and be responsible for its actions.
15. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Joint College Officers. |
| **JCR:** | Executive, Events (chair), Ball. |

1. Have discretion over the 50% discount awarded to members of the Events Committee, the Music Representative, the Assistant Treasurer (Clubs & Societies), the Assistant Social Chair and members of the Welfare Campaigns Committee on events they help create. The Social Chair can remove this compensation from an individual member if they believe this individual is taking advantage of the membership discount.

**Note**: This position may only be held by an individual.

# The Durham Students’ Union Representative

The Durham Students’ Union Representative is advised to live in College, but this is not a requirement for election and 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 Durham Students’ Union as a whole as necessary at JCR meetings and ensure JCR members 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. Liaise with the MCR Exec on DSU matters.
6. Produce the Students’ Union section in the Freshers’ Handbook.
7. 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.
8. Coordinate the Trevelyan entry for University Challenge as required by the Union.
9. Chair Students’ Union Committee and be responsible for its actions.
10. Sit on the following committees and bodies:

|  |  |
| --- | --- |
| **College:** | Joint College Officers. |
| **JCR:** | Executive, Students’ Union; |
| **University:** | SU Representative Committee, Durham Students’ Union Assembly |

**Note**: This position may only be held by an individual.

# The Services Officer

The Services Officer is advised to live in College, but this is not a requirement for election 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 liaise with the Technical Manager to organise an annual PAT test.
3. Be responsible for the maintenance and upkeep of the JCR Pool Table and the Table Football Table.
4. Be responsible for the loan of locker keys to livers out, clubs and societies.
5. Organise Joint Formal Dinners including applications, seating plans and dietary requirements.
6. Organise JCR Formal Dinners including applications, seating plans and dietary requirements.
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 when necessary.
10. Relay the views of the JCR on food to catering at least once a term via the Catering Committee.
11. Be responsible for maintaining an up-to-date list of Services-related assets.
12. Maintain pantries, laundry rooms and the Upper JCR in correspondence with the respective College Staff.
13. Attend any relevant technical equipment training at the earliest possible opportunity.
14. Be responsible for the following Tier 2 positions:
15. The Technical Manager.
16. The Gym Representative.
17. The Environment Officer.
18. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Health & Safety, Catering, Joint College Officers. |
| **JCR:** | Executive, JCR, Environment. |
| **JCR (ex-officio):** | Ball. |

**Note**: This position may only be held by an individual.

# The International Students’ Representative

The International Students’ Representative is advised to live in College, but this is not a requirement for election and shall:

1. Provide support and signposting for issues related to international students, in conjunction with the Welfare Officer.
2. Liaise between College, the JCR and the Senior Freshers’ Representative(s) on all matters concerning International Students’ Welcome Week.
3. Assist international students in acclimatising to life in the UK, Durham, and Trevelyan.
4. Attend welfare training at the first possible opportunity.
5. Encourage integration of the international students in the Trevelyan community.
6. Liaise with the Students’ Union International Students Officer.
7. Liaise with the International Office and the International Students Association (ISA), raising awareness of the International Office and ISA within college.
8. Liaise with the MCR regarding International Postgraduate students.
9. To provide information on international integration to the Freshers’ Representatives before Freshers’ Week and to discuss appropriate measures with the Senior Freshers’ Representative.
10. To consult with the Social Chair on providing international centric events and inclusive themes for events.
11. Chair International Events Committee.
12. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Joint College Officers. |
| **JCR:** | Executive, Campaigns, Events, International Events Committee (chair). |

**Note**: This position may only be held by an individual.

# 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 and Executive Committee meetings. The minutes of the latter meetings may be only published in part, subject to the Vice President’s discretion.
2. Manage and maintain the JCR stationery supplies.
3. Be responsible for the JCR’s social media presence, accounts and website
4. Send regular newsletters publicising events both in College and Durham as well as the general activities of the JCR and its members
5. Be responsible for maintaining and handing over admin of the JCR website.
6. Manage and maintain the supply of printer paper for college printers.
7. Order commemorative tankards for the Executive Committee and Honorary Life Membership award winners, in liaison with the Chair.
8. Be responsible for the following Tier 2 positions:
   * 1. The Assistant Publicity Officer

Sit on the following committees:

**College:** Joint College Officers

**JCR:** Executive

**Note:** This position may only be held by an individual

# The Buttery Chair

The Buttery Chair is advised to live in College, but this is not a requirement for election and shall:

1. Take ultimate responsibility for all Buttery matters.
2. Be responsible to the JCR President in the first instance.
3. If necessary, liaise with the representatives of firms on matters concerning the Buttery.
4. Be Food Hygiene Level 3 trained to conform to University Health and Safety Regulations. This should be completed as soon after Handover as possible.
5. Be the first point of contact when a problem arises in the Buttery and to act on this appropriately.
6. Ensure that all boxes and rubbish are removed from the Buttery area, with the help of other members of the committee and workers.
7. Ensure that all members of the Committee are performing their duties correctly.
8. Aid the committee with any problems that may arise in their roles.
9. Ensure proper security of the premises.
10. Ensure that the Buttery is kept in a hygienic condition.
11. Liaise with the Toastie Bar Manager and Stock Manager to ensure the Buttery complies with all Health and Safety regulations.
12. Organise and chair a staff meeting when appropriate for any major changes to the running of the Buttery.
13. Sit on the interview panel for new workers.
14. Share cashing up duties at the discretion of the Assistant Treasurer (Buttery).
15. Liaise with college officers and workers when necessary.
16. Assist in the training of new workers.
17. Organise the end of term cleaning of the Buttery. At the end of Epiphany term, this will remain the responsibility of the outgoing Buttery Chair, and members from both incoming and outgoing committees will be expected to help clean.
18. Advertise committee positions.
19. Be responsible for organising and running a suitable system for ensuring the Shop and Toastie Bar are staffed during opening hours by publishing rotas and filling them.
20. Handle staff queries and working environment problems.
21. Maintain the Code of Conduct and Disciplinary Procedure, and Handbook detailing how to work the Shop and Toastie Bar.
22. Organise the recruitment of staff by producing application forms and writing interview questions and arranging and conducting interviews with the JCR Treasurer and other members of the Buttery Committee.
23. Ensure all members of staff are adequately trained to a suitable standard and keep record of all training.
24. Ensure that Buttery keys are not signed out outside of shop opening hours.
25. Check all new employees’ documents in line with UKBA regulations, and to carry out repeat checks on international students’ documents at the beginning of each academic year. They must also maintain a dated record of all such checks and keep copies of all documents they have checked.
26. Be responsible for the following Tier 3 positions:
27. The Buttery Stock Manager.
28. The Toastie & Waffle Bar Manager.
29. The Buttery Media Officer.
30. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Joint College Officers. |
| **JCR:** | Buttery (chair). |
| **JCR (ex-officio):** | Executive. |

**Note**: This position may only be held by an individual.

# 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. Report in the first instance to the Food & Beverages Manager.
3. Be responsible for the overall running Bar.
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 appointed an Honorary JCR Member for the duration of their tenure.
8. 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”.
9. Be trained in the use of relevant tech equipment.
10. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Senior Servers, Bar Management & Special Projects, Health & Safety. |
| **JCR:** | Events. |
| **JCR (ex-officio):** | Executive, Ball. |

**Note**: This position may only be held by an individual.

# 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, as an ex-officio member of the Executive Committee. 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 and Executive Committee meetings.
3. 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.
4. Shall ensure the up-to-date JCR Governing Documents are available to all members of the JCR prior to the submission of motions for each JCR meeting.
5. Nominate a member of Steering Committee who will be responsible for updating any changes to the JCR Governing Documents within a week of the JCR meeting in which they were proposed.
6. 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.
7. Bring forward automatic motions of censure for non-adherence of officers to any terms in the Standing Orders or Job Descriptions.
8. Remain an unbiased source of information for the JCR.
9. Be responsible for the Annual Ratification of Clubs and Societies in coordination with the Assistant Treasurer (Clubs & Societies).
10. Co-ordinate the Exec at weekly meetings, in conjunction with the President.
11. Be required to attend any committee or society meeting where requested to provide impartial advice or chairing services.
12. Forward all financial motions to Finance Committee prior to the JCR Meeting that they are being presented at.
13. Chair the Joint College Officers meetings.
14. Chair Steering Committee.
15. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Joint College Officers (chair). |
| **JCR:** | Steering (chair), JCR. |
| **JCR (ex-officio):** | Executive (chair). |

**Note**: This position may only be held by an individual.

# Tier 2 Positions

# The Senior Freshers’ Representative(s)

Senior Freshers’ Representative(s) Shall:

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

|  |  |
| --- | --- |
| **JCR:** | Executive (Freshers’ Week only). |

**Note**: The Senior Freshers’ Representative(s) should have previous experience such as previously being a Freshers’ Representative.

**Note**: This position may be held by either an individual or a pair.

# The Assistant Treasurer (Clubs & Societies)

The Assistant Treasurer (Clubs & Societies) shall:

1. Be accountable in the first instance to the Treasurer.
2. Assume any responsibilities as delegated by the Treasurer.
3. 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.
4. Collate and prepare all applications to Finance Committee for meetings.
5. Be responsible for keeping all JCR society and sports accounts.
6. Assist the Chair with the annual ratification of clubs and societies.
7. Organise submissions to the Expeditions Committee and Trevelyan College University Participation (TCUP) funds and sit on those committees.
8. Be responsible for maintaining a list of all JCR assets.
9. 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.
10. Send out bank balances to all clubs and societies at least once a term.
11. Work the cash desk at any events deemed necessary by the Treasurer, until 10pm at the latest.
12. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Finance. |

1. Receive a 50% discount on tickets for the specific events they help create.

**Note**: This position may only be held by an individual.

# The Assistant Treasurer (Buttery)

The Assistant Treasurer (Buttery) shall:

1. Be accountable in the first instance to the Treasurer.
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. To be a signatory on the account and ensure that the incoming Assistant Treasurer (Buttery) is a signatory on the JCR account by handover.
5. Complete all required financial transaction for the Buttery with the JCR Treasurer as the second signatory.
6. Be responsible for obtaining approval for any non-routine expenditure from the Treasurer and President in accordance with the standing orders.
7. Present up-to-date Buttery accounts to Finance Committee when required by the Treasurer.
8. To act in accordance with the Buttery Constitution as outlined in the Standing Orders.
9. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Buttery, Finance. |

**Note**: This position may only be held by an individual.

# The 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 accountable in the first instance to the Welfare Officer.
2. Be different in gender OR both be different in gender to the Welfare Officer.
3. Be elected independently of each other.
4. Be of equal status.
5. Assume any responsibilities as delegated by the Welfare Officer.
6. Meet weekly with the Welfare Officer and other Assistant Welfare Officer, to discuss and co-ordinate welfare matters.
7. Attend Nightline training at the first possible opportunity, and any other relevant training made available.
8. Split between themselves overall responsibility for:
9. The organisation and running of the Welfare Events room, excluding those that occur during the Open Days and Freshers’ Week.
10. 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.
11. The publicity of welfare information to the JCR via the Facebook page, the noticeboard, and any other media, in liaison with the Publicity Officer.
12. Taking minutes of Welfare Campaigns Committee meetings.
13. Assist the Welfare Officer in the organisation and implementation of awareness weeks and welfare campaigns throughout the year.
14. 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.
15. Sign the JCR Confidentiality Agreement.
16. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Welfare Campaigns |

**Note**: This position may only be held by an individual.

# The 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. Be accountable in the first instance to the Welfare Officer.
2. Represent and raise awareness of LGBT+ issues and events within College.
3. Provide support and signposting for LGBT+ related issues in conjunction with the Welfare Officer.
4. 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.
5. Organise and run LGBT+ campaigns and events within College, in conjunction with (where necessary), the Welfare Campaigns Committee and the LGBTa.
6. Develop and promote the LGBT+ community within College, including, but not limited to, managing the Trevs LGBT+ Facebook group.
7. Liaise with the LGBTa and promote and raise awareness of the LGBTa within College.
8. Attend LGBTa College Representative Committee at least once per term.
9. Give feedback of any issues affecting LGBT+ students to the LGBTa Executive Committee.
10. Sign the JCR Confidentiality Agreement.
11. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Welfare Campaigns, Students’ Union. |
| **University:** | LGBTa College Representative Committee. |

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

**Note**: This position may be held by either an individual or a pair.

# The Students with Disabilities Representative

The Students with Disabilities Representative shall:

1. Be accountable in the first instance to the Welfare Officer.
2. Be a point of contact for students with disabilities.
3. Represent and raise awareness of disability-related issues and events within College, including aiming to make College more accessible.
4. Organise and run disabilities campaigns and events within College, in conjunction with (where necessary) the Welfare Campaigns Committee and the Students with Disabilities Association (SwDA).
5. Develop and promote the disability community within College, including, but not limited to, managing the Trevs Students with Disabilities Facebook group.
6. Provide support and signposting for disability-related issues in conjunction with the Welfare Officer.
7. Attend Nightline training, or other relevant welfare training at the earliest opportunity.
8. Liaise with the Students with Disabilities Association (SWDA), raising awareness of the SWDA within college.
9. Attend the SwDA College Representative Committee at least once per term.
10. Liaise with Durham University Services for Students with Disabilities (DUSSD), raising awareness of DUSSD within college.
11. Give feedback of any issues affecting SwDA students to the SwDA Welfare Officer.
12. Sign the JCR Confidentiality Agreement.
13. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Welfare Campaigns, Students’ Union. |
| **University:** | SwDA College Representative Committee. |

**Note**: It is suggested that the Students with Disabilities Representative identify as having a disability, though this is not a requirement.

**Note**: This position may be held by either an individual or a pair.

# The People of Colour Representative(s)

The People of Colour Representative(s) shall:

1. Be accountable in the first instance to the Welfare Officer.
2. Be a point of contact for students that identify as People of Colour (PoC).
3. Represent issues faced by students that identify as PoC to the college community.
4. Represent and raise awareness of PoC issues and events within college.
5. Provide support and signposting for PoC issues in conjunction with the Welfare Officer and the Durham People of Colour Association (DPoCA) Welfare Officer.
6. Attend Nightline training and any other relevant welfare training at the earliest opportunity.
7. Organise and run PoC campaigns and events within College, in conjunction with (where necessary) the Welfare Campaigns Committee and the DPoCA.
8. Liaise with the DPoCA Welfare Officer.
9. Develop and promote the PoC community within College, including, but not limited to, managing the Trevs PoC Facebook group.
10. Sign the JCR Confidentiality Agreement.
11. Give feedback of any issues affecting PoC students to the DPoCA Executive Committee.
12. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Welfare Campaigns, Students’ Union. |

**Note**: It is suggested that the People of Colour Representative(s) identify as a Person of Colour, though this is not a requirement.

**Note**: This position may be held by either an individual or a pair.

# The Working-Class Students’ Representative

The Working-Class Students’ Representative shall:

1. Be accountable in the first instance to the Welfare Officer.
2. Be a point of contact for students that identify as working-class.
3. Represent and raise awareness of class-related issues and events within College, including aiming to make the JCR and College more financially accessible, through consultation with the Treasurer.
4. Organise and run working-class campaigns and events within College, in conjunction with (where necessary) the Welfare Campaigns Committee and the Working-Class Students’ Association (WCSA).
5. Develop and promote the working-class community within College, including, but not limited to, managing the Trevs Working-Class Students Facebook group.
6. Provide support and signposting for class-related issues in conjunction with the Welfare Officers and the WCSA Executive Committee.
7. Attend Nightline training, or other relevant welfare training at the earliest opportunity.
8. Liaise with the Working-Class Students’ Association (WCSA), raising awareness of the WCSA within college.
9. Give feedback of any issues affecting working-class students to the WCSA Executive Committee.
10. Sign the JCR Confidentiality Agreement.
11. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Welfare Campaigns, Students’ Union. |

**Note:** It is suggested that the Working-Class Students’ Representative identify as Working-Class, though this is not a requirement.

**Note**: This position may be held by either an individual or a pair.

# The Assistant Social Chair

The Assistant Social Chair shall:

1. Be accountable in the first instance to the Social Chair.
2. Assist the Social Chair in the organisation of all JCR social events, including but not limited to, Freshers’ Bop, Winter Ball, Trevs Night, and the Summer Ball.
3. Have specific responsibility for the organisation of fireproofing.
4. Have responsibility for the JKH trunk, Garage 5 and any other storage space assigned to the Social Chair or Event Committee.
5. Work for at least an hour at the beginning of Informal Ball, Trevs Night and Summer Ball to assist the Social Chair in coordinating the entertainment.
6. Work when required for logistical purposes on Trevs Day, at the discretion of the Social Chair.
7. Act as Secretary for both Event Committee and Ball Committee.
8. Attend ladder training as the first possible opportunity.
9. Sign the Confidentiality Agreement.
10. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Events, Ball |

1. Receive a 50% discount on tickets for the specific events they help create.

**Note**: This position may only be held by an individual.

# The Ball Chair

The Ball Chair shall:

1. Be accountable in the first instance to the Social Chair.
2. Plan, organise and take responsibility for Summer Ball.
3. Chair and appoint the Ball Committee and be responsible for its actions.
4. Liaise with the Operations Manager on a regular basis, ensuring their final approval is gained before any bookings are made.
5. Adhere to the budget set by the Treasurer and President and shall be in the first instance financially accountable to them.
6. Under no circumstances confirm arrangement with suppliers until the relevant College Officers have given their approval.
7. On the day of Summer Ball, help set up and prepare for the Ball.
8. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Ball, Events (ex-officio) |

**Note**: This position may be held by either an individual or a pair.

# The Charity Officer(s)

The Charity Officer(s) shall:

1. Be accountable in the first instance to the Communities Representative.
2. Chair, oversee and be responsible for the actions of the Charity Committee.
3. Oversee the election of a Charity Secretary, Charity Treasurer and Charity Publicity Officer. The Charity Treasurer must attend Treasurer Training.
4. Organise, with the Charity Committee, charitable and fundraising events.
5. Organise the annual Charity Ball, in collaboration with the Social Chair.
6. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Charity, Events. |

**Note**: This position may be held by either an individual or a pair.

# The Music Representative

The Music Representative shall:

1. Be accountable in the first instance to the Communities Representative.
2. Chair and be ultimately responsible for the running of the Live Music Committee and Music.
3. 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.
4. In consultation with the Services Officer and College Officers, look after the college music rooms.
5. Liaise with JCR members and ratified music societies to improve the music practice facilities and equipment in College.
6. Maintain up-to-date signup sheets for College music equipment and enforce relevant regulations.
7. Assist the Events Committee and SSC in organising music for events.
8. Meet with the incoming Music Representative in Easter Term before the Exam Period to 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 relevant technical equipment.
12. Be responsible for maintaining an up-to-date list of musical assets.
13. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Finance, Live Music, Events. |

1. Receive a 50% discount on tickets for the specific events they help create.

**Note**: This position may be held by either an individual or a pair.

# The Sports Representative

The Sports Representative shall:

1. Be accountable in the first instance to the Communities Representative.
2. Represent the JCR’s interests to Team Durham (the Athletic Union) and the College Officers.
3. Promote participation in sport at all levels and support all College teams.
4. Be a point of contact for all College Sports Captains and to meet them once per term.
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, Facebook & Instagram Page.
7. Maintain the storage facilities in College for sporting equipment.
8. Organise the Sports Ball at the end of the Epiphany term, including the organisation of the annual JCR sports awards.
9. Publicise information to the JCR regarding the achievements of members of the College in sporting activities.
10. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Finance. |

**Note**: This position may be held by either an individual or a pair.

# The Technical Manager

The Technical Manager shall:

1. Be accountable in the first instance to the Services Officer.
2. Maintain an accurate inventory of the JCR-owned technical equipment.
3. Consult with the Live Music Committee about new and replacement equipment.
4. Organise PA training courses for bands, DJs, SSC, Bar Staff, and the Exec where needed.
5. Keep a list of all tech-trained users.
6. Keep the Tech cupboard in an orderly state.
7. Liaise with the Music Rep, Social Chair and Sabbatical Bar Steward to organise tech crews for all official JCR and SSC events.
8. 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).
9. Oversee the hiring of equipment by bands and societies, forwarding payment to the JCR Treasurer.
10. Be responsible for maintaining an up-to-date list of Technical Assets, meaning all tech equipment.
11. Be ultimately responsible for the Technical Hires and Equipment Coordinator, the Technical Events Coordinator, and the MASH Room Technician.
12. Chair the Technical Committee.
13. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Technical. |

**Note**: This position may only be held by an individual.

# The Environment Officer

The Environment Officer shall:

1. Be accountable in the first instance to the Services Officer.
2. Work with the College “Environment Champion” to promote awareness in College of the environment and of the Fairtrade ethos.
3. Convene and chair the College’s Environment Action Group (Green T) meetings between staff and student representatives.
4. Convene and chair Environment Committee.
5. Liaise with college staff on matters regarding the College grounds.
6. Attend meetings of the Greenspace Student Environment Group.
7. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Green T. |
| **JCR:** | Environment, Events, Ball, JCR, SU. |
| **University:** | Greenspace. |

**Note**: This position may be held by either an individual or a pair.

# The Gym Representative(s)

The Gym Representative(s) shall:

1. Be accountable in the first instance to the Services Officer.
2. Be ultimately responsible for the management of the fitness facilities in College so the Gym is clean, safe, and tidy.
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 beginning of Michaelmas Term.
5. Be trained to understand fully the correct operation of and to maintain properly all equipment within the Gym.
6. Have a sufficient understanding of correct exercise techniques; both cardio 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. Perform weekly maintenance checks of all equipment within the gym.
12. Organise annual maintenance servicing of all equipment within the gym.
13. Appoint and manage the Gym Committee and be responsible for its actions.
14. Sit on the following committees:

|  |  |
| --- | --- |
| JCR: | Gym. |

**Note**: This position may be held by either an individual or a pair.

# The Art Representative

The Art Representative shall:

1. Be accountable in the first instance to the Communities Representative.
2. Be a point of contact for ratified College art societies and committees.
3. 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.
4. Promote art within the College.
5. Assist the Visual Arts Committee in running the Julian Trevelyan Art Prize.
6. Be responsible for organising an annual exhibition of 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.
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 celebrating student art and artist achievements; through publicity, events or any other means deemed appropriate.
11. Before taking on the position, the Art Representative-elect must attend at least one Visual Arts Committee meeting.
12. Sit on the following committees:

|  |  |
| --- | --- |
| **College:** | Visual Arts. |
| **JCR:** | Finance. |

**Note**: This position may be held by either an individual or a pair.

# The Year Out Representative

The Year Out Representative shall:

1. Be accountable in the first instance to the Communities Representative.
2. Be a point of contact for students on their year out.
3. Be advised to attend active bystander training.
4. Establish and maintain communication for Year Out students via social media.
5. Support and advise students preparing for their year out, in terms of applications, choices, and admin.
6. Organise events for Year Out students to foster their community throughout the year.
7. Advocate inclusivity of JCR events for Year Out students.
8. Advocate for the provision of services to students on their year out.
9. Converse with the wider Year Out Rep network to collaborate on projects and share information.
10. Hold a weekly drop-in for Year Out students to provide support, information, and signposting, including but not limited to helping with applications, aiding the reintegration of the students returning from their year out, and answering queries, signposting to the Welfare team or relevant staff where necessary.
11. Confer with Student Support about information regarding Year Out students.
12. Work with the International Students’ Representative to connect students on their year out with international students from their target language country.
13. Support Year Out students in finding accommodation for their return to Durham in collaboration with the Communities Representative.
14. Sign the JCR Confidentiality Agreement.
15. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Welfare Campaigns (ex-officio). |

**Note**: This position may be held by either an individual or a pair.

**Note:** The term of office for this position is September to September.

**Note:** Only students who will be on a year out for the next academic year will be eligible to run in the first instance. If nobody is elected, the position will be opened to students returning from a year out, who will end their term when they graduate.

# 2.19. The Assistant Publicity Officer

The Assistant Publicity Officer shall:

1. Be accountable in the first instance to the Publicity Officer.
2. Be responsible for the development of posters for JCR related opportunities and events.
3. Be responsible for the design of online posts.
4. Be responsible for the design and creation of multi media content.
5. Sign the JCR Confidentiality Agreement.

**Note:** This position may be held by either an individual or a pair.

# Tier 3 Positions

# The Technical Hires and Equipment Coordinator

The Technical Hires and Equipment Coordinator shall:

1. Be accountable in the first instance to the Technical Manager.
2. Be appointed by the Technical Manager.
3. Maintain an accurate inventory of Tech equipment.
4. Keep the Tech storeroom organised and tidy.
5. Maintain the Technical equipment and report equipment to the Technical Manager which needs to be repaired professionally or replaced.
6. Be responsible for outgoing hires of JCR-owned Technical equipment.
7. Organise an annual PAT Test of JCR-owned Technical equipment.
8. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Technical. |

**Note**: Each Frep position may only be held by an individual.

# The Technical Events Coordinator

The Technical Events Coordinator shall:

1. Be accountable in the first instance to the Technical Manager.
2. Be appointed by the Technical Manager.
3. Work alongside the Technical Manager in organising major JCR events, which may include Freshers’ Week, the Winter Ball, Trevs Day, Summer Ball and Trevstock.
4. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Events, Live Music, Technical. |

**Note**: Each Frep position may only be held by an individual.

# The MASH Room Technician

The MASH Room Technician shall:

1. Be accountable in the first instance to the Technical Manager.
2. Be appointed by the Music Representative and Technical Manager.
3. Work with the Technical Manager and Music Rep to keep the MASH Room in a working and tidy state.
4. 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.
5. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Technical, Live Music |

**Note**: Each Frep position may only be held by an individual.

# The Freshers’ Representatives

The Freshers’ Representatives (Freps) shall:

1. Be accountable in the first instance to the Senior Freshers’ Representative.
2. Aid with the organisation and running of Freshers’ Week.
3. Consist of a necessary number of individuals, at the discretion of the Senior Freshers’ Representative.
4. Arrive in Durham in time for the Sunday prior to the start of Freshers’ week.
5. Be assigned to a group of first year students by the Senior Freshers’ Representative and Vice Principal. An Exec member or experienced Frep shall be assigned to lead this group.
6. Attend any training as deemed necessary by the Senior Freshers’ Representative and/or College.
7. Abide by a code of conduct laid out by the College and/or JCR.
8. Sign the JCR Confidentiality Agreement.

**Note**: Each Frep position may only be held by an individual.

# The Post-Offer Visit Days Representatives

The Post-Offer Visit Days Representatives (POVD Reps) shall:

1. Be accountable in the first instance to the Outgoing JCR Publicity Officer.
2. The Post-Offer Visit Days team shall ideally consist of the incoming and outgoing Publicity Officers; the incoming Senior Freshers’ Representative; the incoming President; and incoming Welfare Officer.
3. This team will then be supplemented by up to 14 appointed representatives, to create a team of no more than 20 people. This number is at the discretion of the Publicity Officer and President.
4. Be free the weekend after term ends to help with preparation and organisation as well as the Open Days in their entirety.
5. Abide by a Code of Conduct as set by the University, or College and Outgoing JCR Publicity Officer.
6. Attend any training as deemed necessary by the JCR Publicity Officer and/or the College.
7. Sign the JCR Confidentiality Agreement.

**Note**: Each POVD Rep position may only be held by an individual.

# The Buttery Stock Manager

The Buttery Stock Manager shall:

1. Be accountable in the first instance to the Buttery Chair.
2. Ensure that proper stock controls and levels are maintained.
3. Liaise with suppliers for the shop.
4. Perform a rough stock count before each Finance Committee meeting, with the additional help of other members of the committee, as required.
5. Consult the Buttery Chair and Assistant Treasurer (Buttery) before introducing new products.
6. Update and maintain the price list.
7. Maintain an online order system for the Shop, when such a form is required.
8. Ensure all entries in the till are programmed correctly, in conjunction with the Buttery Treasurer and Assistant Treasurer (Buttery).
9. Ensure milk is collected and refrigerated whenever delivered.
10. Work with the Buttery Chair and Media Officer to organise and promote sales as appropriate.
11. Responsible for ordering and taking delivery of stock.
12. Coordinate beginning and end of term stock takes.
13. Assist the Buttery Chair in the training of new workers if requested.
14. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Buttery. |

**Note**: This position may be held by either an individual or a pair.

# The Toastie & Waffle Bar Manager

The Toastie & Waffle Bar Manager shall:

1. Be accountable in the first instance to the Buttery Chair.
2. Be Food Hygiene Level 3 trained to conform to University Health and Safety Regulations. This should be completed as soon after Handover as possible.
3. Ensure the efficient day-to-day running of the Toastie Bar and liaise with the appropriate suppliers.
4. Ensure the adequate refrigeration of all produce and keep a daily record of fridge and freezer temperatures. The fridge must be 0-5°C and the freezer must be at -18° or below.
5. Ensure that all stocks are maintained at an operable level.
6. Maintain an online order system for the Toastie Bar, when such a form is required.
7. Undertake regular cleaning of Toastie Bar to maintain health and safety standards.
8. Ensure the Toastie Bar is left in an adequate state over the holidays by checking that:
   1. All electrical equipment is disconnected.
   2. All surfaces are in a hygienic state.
9. Ensure all hygiene and Health and Safety regulations are displayed.
10. Ensure that all Toastie Bar staff perform their duties.
11. Check the comments book in the Buttery regularly and take action appropriately.
12. Aid the Buttery Chair in the training of new workers on the Toastie Bar.
13. Actively promote toastie sales through Toastie of the Week and other such promotions.
14. Be responsible for all purchases relating to stock in the Toastie Bar ensuring relevant expenses forms are completed for reimbursement, where required.
15. Consult the Buttery Chair and Assistant Treasurer (Buttery) before introducing new ingredients.
16. Assist the Buttery Chair in making sure that the end of term cleaning is done thoroughly, and to the required standard.
17. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Buttery. |

**Note**: This position may be held by either an individual or a pair.

# The Buttery Media Officer

The Buttery Media Officer shall:

1. Be accountable in the first instance to the Buttery Chair.
2. Be responsible for the JCR DVD and Board Game collection within the Buttery.
3. Ensure the JCR DVD and Board Game collection are appropriately stored, maintained and presented.
4. Ensure that the DVD and Board Game collection is not abused by ensuring any missing or unreturned items are recovered and checking the quality of these on a regular basis.
5. Be responsible for replenishing the DVD and Board Game collection with money used through the donation system for use of this service.
6. Ensure that the Buttery Website is kept up to date with all the relevant information, and documents such as the Constitution, Handbook and Code of Conduct are available.
7. Maintain the Buttery signage, ensuring they are filled with appropriate advertisement.
8. Assist the Stock Manager and Buttery Chair in the promotion of sales.
9. Maintain the Buttery’s social media accounts in order to update the JCR and post relevant information and advertisements, ensuring that these are suitably controlled.
10. Maintain the noticeboards outside the Buttery in order to keep the JCR informed about events and offers.
11. Aid the Buttery Chair when requested on creating advertising for new positions within the Buttery.
12. Take minutes at all Buttery Committee meetings.
13. Assist the Buttery Chair in the training of new staff if requested.
14. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Buttery. |

**Note**: This position may be held by either an individual or a pair.

# The Charity Treasurer

The Charity Treasurer shall:

1. Be accountable in the first instance the Charity Officer.
2. Be elected by Charity Committee at the first meeting of Michaelmas.
3. Be responsible for the finances of charitable events organised by Charity Committee. The exception to this is Charity Ball, of which the finances will be the responsibility of the JCR Treasurer.
4. Be responsible for obtaining the details needed to donate for any relevant charities.
5. Attend JCR Treasurer Training at the earliest convenience.
6. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Charity. |

**Note**: This position may only be held by an individual.

# The Charity Secretary

The Charity Secretary shall:

1. Be accountable in the first instance the Charity Officer.
2. Be elected by Charity Committee at the first meeting of Michaelmas.
3. Act as Secretary in all Charity Committee meetings and be responsible for agendas and minutes.
4. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Charity. |

**Note**: This position may be held by either an individual or a pair.

# The Charity Publicity Officer

The Charity Publicity Officer shall:

1. Be accountable in the first instance the Charity Officer.
2. Be elected by Charity Committee at the first meeting of Michaelmas.
3. Be responsible for Charity Committees social media accounts.
4. Promote charitable events and causes to JCR members.
5. Sit on the following committees:

|  |  |
| --- | --- |
| **JCR:** | Charity. |

**Note**: This position may be held by either an individual or a pair.

# Elected Committee Members

Elected Committee Members shall:

1. Be elected to sit on one of the following committees:
   1. Finance Committee.
   2. Events Committee.
   3. Welfare Campaigns Committee.
   4. JCR Committee.
   5. Steering Committee.
2. Attend all meetings and accept all tasks necessitated by their Committee’s description, as laid out in Section 4 of this document.
3. Sign the JCR Confidentiality Agreement.

**Note**: Each Elected Committee Member position may only be held by an individual.

# JCR Committees

# 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 the Chair.
4. Have the Assistant Treasurer (Clubs & Societies)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. Annually give grants to members of the JCR who are participating in University-level sport, music, theatre, and societies.
11. Make grant allocation for JCR clubs and societies up to £350 if passed by a two-thirds majority of those present.
12. Consist of:
    1. The Treasurer.
    2. The Assistant Treasurer (Clubs & Societies).
    3. The Assistant Treasurer (Buttery).
    4. The President.
    5. The Sports Representative.
    6. The Music Representative.
    7. The Art Representative.
    8. Five (5) elected representatives.
13. 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.
14. 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.

# Events Committee

The Events 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 their 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:
7. The Social Chair.
8. The President.
9. The Treasurer.
10. The Technical Events Coordinator.
11. The Music Representative.
12. The Sabbatical Bar Steward.
13. The MCR Social Secretary.
14. The Assistant Social Chair.
15. The Ball Chair (ex-officio).
16. The Art Representative.
17. The Charity Officer.
18. Seven (7) elected members.
19. The Environment Officer.
20. The International Students’ Representative.
21. The Welfare Officer (ex-officio).
22. Receive a 50% discount on tickets for the specific events they help create.

# Welfare Campaigns Committee

The Welfare Campaigns 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 Officer.
4. Be chaired by the Welfare Officer.
5. Consist of:
   1. The Welfare Officer.
   2. The two (2) Assistant Welfare Officers.
   3. The Communities Representative.
   4. The Administrative Vice-Chair of the Bar.
   5. The LGBT+ Students’ Representative.
   6. The International Students’ Representative.
   7. The Students with Disabilities Representative.
   8. The People of Colour Representative.
   9. The Working-Class Students’ Representative.
   10. The Year Out Representative (ex-officio).
   11. Seven (7) elected members.
   12. President (ex-officio).
6. Receive a 50% discount on tickets for the specific events they help create.

# 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. Appoint a member of the Committee to act as Secretary, at the discretion of the Vice President.
4. Have the power to research all matters affecting the JCR and have the power to co-opt in order to aid this point.
5. Be responsible for choosing Formal Recognition of Thanks awards, in accordance with Section 15 of the Standing Orders.
6. Assist the President and Vice President in matters relating to JCR alumni.
7. Discuss any arising matters concerning the JCR, College and University.
8. Act as a ‘think tank’ to facilitate the improvement of the student experience.
9. Discuss changes in living amenities and food arrangement in college, in assistance of the Services Officer.
10. Review feedback on these issues.
11. Consist of:
    1. The Vice President.
    2. The JCR Chair.
    3. The Communities Representative.
    4. The Services Officer.
    5. The Environment Officer.
    6. Eleven (11) elected members.
    7. The President (ex-officio).

# 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. Aid the Chair with the maintenance of the JCR Governing Documents.
6. Be bound by the Steering Confidentiality Policy.
7. Be convened to consider election objections, observing the following guidance:
   1. Barring a candidate from the electoral process must command a 2/3rd majority of the committee. The committee may dismiss an objection without consideration, but only if such a decision is unanimous and has the consent of the Chair.
   2. Decisions of the committee must be proportional to the objection in question. The more severe the objection, the more likely it should be that Steering Committee will find the candidate ineligible for the role they seek.
   3. Any decision to bar a candidate must serve the legitimate aim of preventing those who have acted inappropriately from holding an elected position.
   4. Steering Committee must refrain from speculating on the identity of those who submitted the objection, or the identity of the candidate.
   5. The committee must balance the severity of the objection, and the legitimate aim of preventing those who have acted inappropriately from holding an elected position, with the legitimate aim of keeping college elections open and democratic.
   6. Steering Committee may not consider or challenge the factual validity of the objection, the committee may only consider whether the objection warrants barring the candidate from the position.
   7. One member of staff must be present during objection discussions as an observer, except in cases where their presence cannot be secured.
   8. Steering Committee, alongside what has already been mentioned, may only consider the following in their deliberation;
      1. The nature and context of the objection in question
      2. The relation of the objection to the elected position in question.
8. Consist of:
   1. The JCR Chair.
   2. The JCR Chair-elect.
   3. Seven (7) elected members.

# Charity Committee

The Charity Committee shall:

1. Exist to help organise charitable events in College.
2. Be convened and chaired by the Charity Officer.
3. Internally elect a Charity Treasurer, Charity Publicity Officer and Charity Secretary.
4. Consist of:
   1. The Charity Officer.
   2. The Charity Treasurer.
   3. The Charity Secretary.
   4. The Charity Publicity Officer.
   5. Any interested members of the JCR.
   6. President (Ex-Officio).

# Buttery Committee

The Buttery Committee shall:

1. Be administered in accordance with the Buttery Standing Orders.
2. Consist of:
   1. The Buttery Chair.
   2. The Buttery Stock Manager.
   3. The Buttery Toastie Bar Manager.
   4. The Buttery Media Officer.
   5. The Assistant Treasurer (Buttery).
   6. The Treasurer (Ex-Officio).
   7. President (Ex-Officio).

# Live Music Committee

The Live Music Committee shall:

1. Meet at the discretion of the Music Rep to discuss college music and related issues.
2. Assist the Music rep with their duties, including but not limited to:
   1. Organising unplugged nights.
   2. Organising termly concerts.
   3. Organising Trevstock.
3. Liaise with College staff as required, who may be invited to a meeting if deemed necessary.
4. Consist of:
5. The Music Representative.
6. The Technical Events Manager.
7. The MASH Room Technician.
8. Any interested members of the JCR.
9. President (Ex-Officio).
10. It is recommended that the Presidents of musical societies sit on this Committee, but not required.

# Ball Committee

The Ball Committee shall:

1. Exist to aid the Social Chair and Ball Chair in the planning, organisation and running of the Summer Ball.
2. Be convened and chaired by the Ball Chair.
3. Consist of:
   1. The Social Chair.
   2. The Assistant Social Chair.
   3. The Ball Chair.
   4. The President.
   5. The Treasurer.
   6. Interested members of Events Committee.
   7. Any additional members on the invitation of the Social Chair and Ball Chair.
   8. The Environment Officer.
   9. MCR Social Secretary.
   10. Services Officer (Ex-Officio).
   11. Sabbatical Bar Steward (Ex-Officio).
   12. Welfare Officer (Ex-Officio).

# Technical Committee

The Technical Committee shall:

1. Be chaired by the Technical Manager.
2. Be responsible for:
   1. The maintenance of technical equipment.
   2. The organisation of the technical side of JCR events.
   3. The running of technical equipment at JCR events.
3. Consist of:
4. The Technical Manager.
5. The Technical Hires and Equipment Coordinator.
6. The Technical Events Coordinator.
7. The MASH Room Technician.
8. Appointed Technical Committee members.
9. The President (Ex-Officio).

# Students’ Union Committee

The Students’ Union Committee shall:

1. Discuss the agendas of Durham Students’ Union Assembly 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 their 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. Stand in as a voting member at Durham Students’ Union Assembly if required by the Durham Students’ Union Representative.
7. Convene meeting of the committee as necessary as organised by the Durham Students’ Union Representative, who shall chair all meetings.
8. Consist of:
   1. The Durham Students’ Union Representative.
   2. The President.
   3. The Environment Officer.
   4. LGBT+ Students’ Representative.
   5. Students with Disabilities Representative.
   6. The People of Colour Representative.
   7. Working Class Students’ Representative.
   8. Any interested members of the JCR.

# 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. Exist to aid the International Students' Representative in spreading awareness and appreciation of international cultures within Trevelyan College.
3. Have meetings to which the International Students’ Representative may invite extra members at their discretion.
4. Be convened and chaired by the International Students’ Representative.
5. Consist of:
   1. The International Students’ Representative.
   2. Interested members of Events Committee.
   3. Interested members of Welfare Campaigns Committee.
   4. Any additional members appointed by the International Students’ Representative.
   5. President (Ex-Officio).

# Environment Committee

The Environment Committee shall:

1. Meet regularly to discuss what college can be doing to lessen its impact on the environment.
2. Communicate, work with, and assist other JCR groups in being more environmentally friendly.
3. Work with the Services Officer to ensure the workings and services of college are as environmentally friendly as possible.
4. Organise events within college to promote and raise awareness/money for issues surrounding the environment.
5. Attend ‘Green T’ meetings as representatives of the student body and to work with college staff to ensure the running of college is as environmentally friendly as possible.
6. Discuss and decide what to do with the funding given to the Environment and Fairtrade Officer by both the JCR and Greenspace, in conjunction with the JCR Treasurer.
7. Consist of:
   1. The Environment Officer.
   2. The Services Officer.
   3. The JCR Treasurer (Ex-Officio).
   4. Any interested members of the JCR.
   5. President (Ex-Officio).

# 4.14. Gym Committee

The Gym Committee shall:

1. Be responsible for the management of the fitness facilities in College so the Gym is clean, safe, and tidy on 1-7 days of the week each term. Each member of the committee should work for a minimum of 10 days across the term.
2. Be appointed and managed by the Gym Representative.
3. Members of the committee shall be entitled to free gym membership for the duration of their term of office.
4. Consist of:
   1. The Gym Representative.
   2. Up to 7 interested members of the JCR.
   3. President (Ex-Officio).

# Non-JCR Committees with JCR Members

1. Please note that these committees do not fall under the JCR and are thus not governed by the Standing Orders.
2. The information provided here is purely informative.
3. To see the constitution or governing documents of any of the committees below, please contact the relevant committee chair.

# Visual Arts Committee

Visual Arts Committee shall:

1. Promote Visual Arts generally within the College.
2. Hold yearly exhibitions in the for the enjoyment and benefit of the College.
3. Organise and run the Julian Trevelyan Memorial Prize for Fine Art competition.
4. Organise events and activities, such as trips, lectures, and arts-based classes.
5. Liaise with appropriate arts-linked bodies within the College and the University.
6. Assist in the cataloguing and maintenance of College Art in conjunction with College Administration Coordinator.
7. Maintain College-based visual arts spaces.
8. Be convened and chaired by the JCR Art Representative.
9. Elect the roles of Secretary and Exhibitions Officer from committee members of any common room.
10. Consist of:
    1. The JCR Art Representative.
    2. Interested members of the SCR.
    3. Interested members of the JCR.
    4. Interested members of the MCR.
    5. A member of College staff.

# Catering Committee

The Catering Committee shall:

1. Discuss food arrangements in college.
2. Review feedback received on food issues through all channels.
3. To discuss Joint Formal meals.
4. Meet at least once a term.
5. Be chaired by the Services Officer.
6. Consist of:
   1. The JCR Services Officer.
   2. The MCR Services Officer(s).
   3. The Head Chef.
   4. The Food and Beverages Manager.
   5. The Operations Manager.
   6. Any member of one of the Common Rooms.