

Trevelyan College Junior Common Room Job Descriptions

As of 29th May 2025.



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 are advised to 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 Finance Committee and Steering Committee shall attend all JCR meetings or submit sufficient apologies to the Chair or their respective committee chairs at least one (1) day in advance.
5. All Tier 1, 2 and 3s shall adhere to the Accessibility Best Practices guidelines in all JCR decisions, activities and events (these guidelines can be found on the JCR website).
6. Office holders shall have some flexibility to act in a minor way outside their job description or standing orders, if it is deemed acceptable by the wider JCR Executive committee in case of Tier 1, and by the relevant tier 1 after consultation with the executive committee on behalf of a tier 2 or 3 position holder. Otherwise It shall be necessary to put the matter to a wider JCR meeting *

1. Tier 1 Positions

Note: Tier 1 positions may also be referred to as Exec

1. Each member of the Exec shall report to the JCR at each JCR Meeting and shall present a larger end of term roundup at the last JCR meeting 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 if it has not already been signed during the course of the JCR members time in the JCR; however excludes the separate confidentiality agreement that is required for welfare officers.
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. The Executive committee shall have the power to research all matters affecting the JCR and have the power to co-opt in order to aid this point.
8. The Executive committee are responsible for choosing Formal Recognition of Thanks awards, in accordance with Section 15 of the Standing Orders.
9. The executive committee can assist the President and Vice President in matters relating to JCR alumni.
10. The executive committee can discuss any arising matters concerning the JCR, College and University.
11. The executive committee can act as a 'think tank' to facilitate the improvement of the student experience.
12. The Executive committee can discuss changes in living amenities and food arrangement in college, in assistance of the formals Officer.
13. The Executive committee will review the anonymous feedback form.
14. 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.

15. All members of the Exec should assist the running of joint formals at the discretion of the formals Officer. The number required for each Joint Formal will be assessed by the formals Officer based on the occasion, the number of people attending and the cost to the JCR. The President, Vice President and formals Officer shall be expected to attend all Joint Formal meals, with at least three other members assisting.
16. Each member of the Exec must work at least both the Winter Ball and the Summer Ball, including clearing up after both events at the discretion of the Social Chair. Members of the Exec shall work other events at the discretion of the Relevant Exec member.
17. 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. Members of the Exec with ex-officio status and the President are not required to run drop-ins. It is recommended that each member of the Exec runs on average one drop-in every two weeks.
18. Each exec member shall review their Minimum Responsibilities Document and update it annually in conjunction with the JCR Chair and JCR President.
19. If an Exec member is unable to complete their role for a period of time for personal reasons, they must inform the JCR Chair and the rest of the Exec at the earliest possible time. The next steps are as follows.

Have a meeting with the Executive Committee to discuss urgent duties of this Executive Officer which need to be completed in their immediate absence.

Have a meeting with the JCR Chair, who will outline a suitable amount of time the Executive member can have away from their role. Unless there are exceptional circumstances, the upper limit for time away is 5 weeks, in line with the university grace period for mental wellbeing. This will be up to the JCR Chair's discretion and is dependent on:

1. The Executive Officer in question and therefore how much the absence of that Officer will impact the JCR. This is on account of differing workloads of the Officers at different times during the year.
2. The personal reason being discussed, being sure to consider the importance of the Officer's mental wellbeing.
3. Whether the duties of the Executive Officer can feasibly and willingly be completed by other Executive members or members of the Exec Officer's associated committees (if relevant).

All meetings must be written up by the JCR Chair as a proof of action.

The time decided upon by the JCR Chair for the Executive Officer to be away from office can be appealed by the Executive member to the Vice-President.

If the Officer knows they will not be able to return to their role within the given deadline, they should communicate this to the JCR Chair, who has the power to ask them to resign immediately at that point.

During the time away from office, the Officer shall not be allowed any benefits of their Executive role. If the Officer still cannot return to their duties after the decided deadline, they can appeal to the JCR Chair via email and request a meeting. However, the JCR Chair shall have the power to decline this request and ask the Executive member to resign, effective immediately.

If the Exec Officer is unwilling to cooperate, a motion of Vote of No Confidence must automatically be called against the Exec Officer, in accordance with Clause 7.6.3. of the Standing Orders without the

requirement for 35 signatures in accordance with Clause 7.6.3.1.

Following a successful Vote of No Confidence, the Exec Officer shall resign immediately, and the post shall be put up for election, or selection, as soon as possible.

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. Be guided by the Job Description specified here, by the DSO Framework and by the Sabbatical President Contract.
3. Attend all relevant DSO training.
4. Attend Nightline training at the earliest convenient opportunity.
5. Be responsible, with the other members of the Exec, for JCR liaison with external organisations.
6. Meet the College Vice-Principal on a regular basis, generally weekly in term time.
7. Meet regularly with the Vice-President, generally weekly in term time.
8. Meet regularly with the MCR President, generally monthly.
9. Coordinate with the MCR President to hold a termly Exec meeting between the two common rooms
10. Attend a monthly meeting with the Pro-Vice-Chancellor (Colleges and Student Experience).
11. Attend a weekly meeting of the Presidents' Committee.
12. Liaise with the SCR and inform the SCR of cross-college events where necessary
13. Meet termly with the Treasurer to review all JCR accounts.
14. Be a signatory on JCR accounts
15. Be responsible for obtaining necessary insurance for the JCR.
16. Liaise between the JCR and College on all matters concerning new students in coordination with the Senior Freshers' Representative(s).
17. Follow the procedure for Joint Formals as is laid out in the Joint Formal Agreement.
18. Maintain the annual asset register.
19. Write contributions to relevant publications when required, such as the College Handbook and the prospectus.
20. Be responsible for the noise complaints procedure in College provided the Vice-President does not live in College.
21. Be responsible for the following Tier 2 positions:
 - (a) Senior Freshers' Representative.
22. Sit on the following committees:

College:	Bar Management, Heads of Section, Joint College Officers, Catering,
JCR:	Executive, Finance, Events, <i>Ball</i> .

JCR (ex-officio):	Welfare Campaigns, Charity, Buttery, Live Music, Technical, International Events, Environment.
University:	JCR Presidents', Presidents' Forum, Senate Disciplinary (when required).

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

2. The Vice President

The Vice President 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. Assume any responsibilities as delegated by the President
3. Be responsible for all matters concerning the administrative and practical operation of the JCR.
4. Meet regularly with the President, generally weekly in term time.
5. Be responsible for the general discipline in the JCR, including:
 - (a) Following the procedure for Joint Formals as is laid out in the Joint Formal Agreement.
 - (b) Assist College in student disciplinaries where necessary.
 - (c) Be a point of contact for the noise complaint procedure in college; if they live in college.
6. Organise and run one Trevs Talk per term
7. Organise and run one Dissertation Open Mic Night in Epiphany term.
8. Liaise with College in developing alumni relations.
9. Provide at least two opportunities to order College clothing during their term of office, normally in Michaelmas and Epiphany Terms.
10. Provide advice and assistance to Clubs and Societies on the purchase of branded clothing.
11. Be responsible for the maintenance and cleaning of the Trevor costume.
12. Be responsible for gathering JCR feedback through an anonymous Microsoft Form circulated in Week 9 of each term to all JCR members – it will stay open all year round. This will be checked weekly and any outcomes would be presented for discussion at JCR Executive meetings. The form will consist of the following:
 - A. An option to include a name and contact email, if the individual would like to be contacted directly about their suggestion.
 - B. A text box where JCR members can write their opinions and suggestions for the JCR
13. Be responsible for the following Tier 2 positions-
 - a) Environment and Sustainability Officer
15. Sit on the following committees:

College: Joint College Officers, health and safety

JCR: Executive, EcoComm (Ex-Officio),

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

3. The Treasurer

The Treasurer shall:

2. Keep accounts and oversee all financial transactions of the JCR.
3. Be responsible for the JCR accounts.
4. Be guided by the Job Description specified here and by the DSO Framework.
5. 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.
6. Be responsible for all monies owned by the JCR.
7. At all times adhere to the financial obligations laid out in the DSO Framework and its Appendices.
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:
 - (a) Overall turnover breakdown.
 - (b) Comparisons with previous year on major income/outgoings.
 - (c) Profit/loss on events.
 - (d) Profit/loss in the Buttery.
 - (e) Any issues with club/society finances that may require intervention from the wider JCR.
 - (f) Any major one-off expenses or incomes.
10. Present intentions for how any surplus/deficit in the budget should be managed.
11. Meet termly with the President to review all JCR accounts
12. Ensure that all external financial deadlines are met.
13. Ensure that the incoming Treasurer is a signatory on all JCR accounts by handover.
14. Shall be present at all events to aid the Exec with all financial matters.
15. occasionally may need to carry out their duties over vacation periods
16. Have the authority to sit on any JCR Committee, with the exception of Steering Committee, for financial reasons as an ex-officio member.
17. 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.

18. Work with the Social Chair to produce budgets for all JCR events.

19. Be responsible for and chair Finance Committee.

20. Be responsible for the following Tier 2 positions:

(a) The Assistant Treasurer (Clubs & Societies).

(b) The Assistant Treasurer (Buttery).

1. Be responsible for, collate and prepare applications for, and chair Finance Committee.

25. Sit on the following committees:

College: Joint College Officers.

JCR: Executive, Finance (chair), Events, Ball.

JCR (ex-officio): All JCR Committees, except Steering Committee.

University: Treasurer.

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

4. The Welfare Officers

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 Officer, to discuss and co-ordinate welfare matters.
3. Liaise and meet regularly with the LGBTQ+ Representative(s), the Students with Disabilities Representative(s), the Livers Out Representative, the Assistant Welfare Campaigns Officer, the People of Colour Representative(s), the Working-Class Students' Representative(s) and the international students representative(s).
4. Liaise regularly and meet weekly with the Assistant Principal to ensure College Officers are up to date with current student welfare issues.
5. Attend Welfare training at the first possible opportunity, and any other relevant training made available.
6. 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.
7. Be responsible for the organisation and implementation of awareness weeks and welfare campaigns throughout the year.
8. Have overall responsibility for the organisation of welfare related events and activities during Freshers' Week, in conjunction with the Senior Freshers' Representative(s).
9. Provide welfare information to members of the JCR on the JCR notice boards and the relevant social media channels.

10. Maintain and replenish a stock of welfare supplies, including but not limited to condoms, pregnancy testing, sexual lubrication, and menstrual products.
11. 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.
12. Enable the JCR Welfare Campaigns Committee to run campaigns.
13. Maintain and regularly update a list of contacts and support services for signposting.
14. Be responsible for the following Tier 2 positions:
 - (a) The Assistant Welfare Officer.
 - (b) The Assistant Welfare Campaigns Officer.*
 - (c) The LGBTQ+ Representative(s).
 - (d) The Students with Disabilities Representative(s).
 - (e) The People of Colour Representative(s).
 - (f) The Working-Class Students' Representative(s).
 - (g) The Livers Out Representative(s).*
 - (h) The year out representative.
 - (i) The international students representative(s)

18. Chair Welfare Campaigns Committee.

19. Sit on the following committees:

College:	Joint College Officers.
JCR:	Executive, Welfare Campaigns (chair), Accessibility and inclusion committee (co-chair).
JCR (ex-officio):	Events, Ball.

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

5. The Clubs and Societies Officer.

The Clubs and Societies Officer shall:

1. Have overall responsibility for all ratified societies of the JCR, and represent them and their interests both within College and the wider University by:
 - (a) Being a point of contact, offering advice and assistance.
 - (b) Ensuring society executives are given appropriate support throughout the year.
 - (c) Assisting relevant Tier 2 positions with their society-based responsibilities, as required.

- (d) Promote and represent the interests of JCR clubs and societies within the DSU, including, but not limited to: DST, Team Durham, and the DSU Opportunities Officer.
- 2. Maintain and promote the use of the Upper JCR, in conjunction with the formals Officer.
- 3. Organise the annual pictures of Clubs and Societies.
- 4. Promote and signpost DSU clubs and societies within the JCR.
- 5. Organise at least one JCR clubs and societies fair a year, one of which must be held during Welcome and Orientation Week, and must include:
 - (a) Any willing representatives from JCR clubs and societies
 - (b) Any willing representatives from JCR committees
 - (c) Any willing representatives from any other JCR affiliated groups
 - (d) Any willing representatives from outside the JCR, after prior consultation with the Clubs and Societies Officer and President
- 6. Be ultimately responsible for maintaining a list of all JCR assets, in conjunction with the President, Publicity Officer, Buttery Chair, Technical Manager, and other relevant individuals.
- 7. Be responsible for the upkeep and maintenance of the JCR Pool Table and table football table.
- 8. Be responsible for and work closely with the following Tier 2 positions:
 - (a) the Sports Representative(s).
 - (b) the Music Representative(s).
 - (c) the Art Representative(s).
 - (d) the Charity & Volunteering Officer(s).
 - (e) the gym representative(s).
- 8. Sit on the following committees:

College: Joint College Officers.

JCR: Executive, JCR, Finance, Events, Charities (ex-officio), Live Music (ex-officio), and Visual Arts (ex-officio)

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

6. The Social Chair

The Social Chair shall:

- 1. Plan, organise and run take ultimate responsibility for all JCR social events.
- 2. Supervise and be a point of contact for all events organised by JCR societies, including but not limited to:
 - (a) Trevelyan College Fashion Show
 - (b) Live on the Hill

(c) Bar nights

3. 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.
4. Liaise with the Operations Manager on a regular basis about upcoming events, ensuring their final approval is gained before any bookings are made.
5. Adhere to the budget set by the Treasurer and shall be in the first instance financially accountable to them.
6. Under no circumstances confirm arrangements with suppliers until the relevant people have given their approval.
7. Work with the Senior Freshers' Representative to coordinate Freshers' Week entertainment.
8. Be responsible for the JCR Executive Committee working events.
9. Be responsible for liaising with the Summer Ball Chair in the organisation and planning of Summer Ball. This is to be carried out by the outgoing Social Chair.
10. Liaise with the Assistant Social Chair and International Students' Representative to maintain the Social Garage and the storage of decorations.
11. Attend ladder training and any other necessary safety training at the earliest possible opportunity.
12. Be responsible for the following Tier 2 positions:
 - (a) The Assistant Social Chair.
 - (b) The Ball Chair(s).
 - (c) The Formal Officer
13. Chair the Events Committee and be responsible for its actions.
14. Have discretion over the 50% discount awarded to members of the Events Committee, the Music Representative(s), 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.
15. Sit on the following committees:

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

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

Note: Because of the magnitude of events put on in Easter term, the outgoing Social Chair is expected to assist with the planning and organisation of certain events after they have handed over to their successor, as governed by this job description.

7. The Publicity Officer

The Publicity Officer 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. Be responsible for the JCR's social media presence, accounts, website, and any other relevant media.
3. Send regular newsletters publicising events both in College and Durham as well as the general activities of the JCR and its members
4. Be responsible for maintaining and handing over admin of relevant JCR online media accounts.
5. Order commemorative tankards for the Executive Committee and Honorary Life Membership award winners, in liaison with the Chair.
6. Be responsible for the following Tier 2 & Tier 3 positions:
 - (a) The Assistant Publicity Officer(s).
 - (b) The Website Manager

9. Sit on the following committees:

College: Joint College Officers

JCR: Executive

JCR (ex-officio): All JCR committees except Steering Committee

Note: This position may only be held by an individual

8. The Buttery Chair

The Buttery Chair shall:

1. Take ultimate responsibility for all Buttery matters.
2. If necessary, liaise with the representatives of firms on matters concerning the Buttery.
3. Be Food Hygiene Level 3 trained to conform to University Health and Safety Regulations. This should be completed as soon after Handover as possible.
4. Be the first point of contact when a problem arises in the Buttery and to act on this appropriately.
5. Ensure that all boxes and rubbish are removed from the Buttery area, with the help of other members of the committee and workers.
6. Ensure that all members of the Committee are performing their duties correctly.
7. Aid the committee with any problems that may arise in their roles.
8. Ensure proper security of the premises.
9. Ensure that the Buttery is kept in a hygienic condition.
10. Liaise with the Toastie Bar Manager and Stock Manager to ensure the Buttery complies with all Health and Safety regulations.
11. Organise and chair a staff meeting when appropriate for any major changes to the running of the Buttery.
12. Sit on the interview panel for new workers.

13. Share cashing up duties at the discretion of the Assistant Treasurer (Buttery).
14. Liaise with college officers and workers when necessary.
15. Assist in the training of new workers.
16. 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.
17. Advertise committee positions.
18. 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.
19. Handle staff queries and working environment problems.
20. Maintain the Code of Conduct and Disciplinary Procedure, and Handbook detailing how to work the Shop and Toastie Bar.
21. 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.
22. Ensure all members of staff are adequately trained to a suitable standard and keep record of all training.
23. 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.
24. Be responsible for the following Tier 3 positions:
 - (a) The Buttery Stock Manager.
 - (b) The Toastie & Waffle Bar Manager.
 - (c) The Buttery Media Officer.
26. 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.

9. 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. 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".

3. Report in the first instance to the Food & Beverages Manager.
4. Be responsible for the overall running of the Bar.
5. Ensure the Bar is run in a financially sound manner.
6. Ensure the Bar is run in a safe manner.
7. Have overall responsibility for all matters concerning the Bar.
8. Be trained in the use of relevant tech equipment.
9. Sit on the following committees:

College: Senior Servers, Bar Management, Health & Safety.

JCR: Events, Welfare Campaigns (Ex-officio)

JCR (ex-officio): Executive, Ball.

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

10. The Chair

The chair shall remain unbiased and impartial in all matters concerning the JCR from the day on which they are elected 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. Produce and maintain a JCR handbook in line with changes to JCR procedures and governing documents in the summer before the new fresher intake. Ensuring that the

handbook is written in an accessible format and language, avoiding unnecessary jargon or complexity, and ensure the handbook is available online and also a few copies are available in the JCR office. The handbook should include:

- (a) An explanation of the tiered officer system (Tiers 1, 2, and 3) and the responsibilities of each role.
 - (b) A breakdown of committee structures, their purposes, and how students can get involved.
 - (c) A guide to JCR decision-making processes, including motions, general meetings, and voting procedures.
 - (d) Information on how students can raise issues, submit motions, and express their views within the JCR.
- 11. Co-ordinate the Exec at weekly meetings, in conjunction with the President.
 - 12. Be required to attend any committee or society meeting where requested to provide impartial advice or chairing services.
 - 13. Forward all financial motions to Finance Committee prior to the JCR Meeting that they are being presented at.
 - 14. Chair the Joint College Officers meetings.
 - 15. Chair Steering Committee.
 - 16. Sit on the following committees:
 - College:** Joint College Officers.
 - JCR:** Steering (chair), Accessibility and inclusion committee
 - JCR (ex-officio):** Executive (chair).

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

11. Technical Manager

The Technical Manager shall:

- 1. Maintain an accurate inventory of the JCR-owned technical 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 tech-trained users.
- 5. Keep the Tech cupboard in an orderly state.
- 6. Liaise with the Music Rep, Social Chair and Sabbatical Bar Steward to organise tech crews for all official JCR 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. Oversee the hiring of equipment by bands and societies, forwarding payment to the JCR Treasurer.
- 9. Be responsible for maintaining an up-to-date list of Technical Assets, meaning all tech equipment.

10. Be ultimately responsible for the Technical Hires and Equipment Coordinator and the MASH Room Technician.
11. Be responsible for all domestic appliances belonging to the JCR.
12. Ensure all necessary JCR owned equipment has valid PAT tests.
13. Chair the Technical Committee.
14. Sit on the following committees:

College: Joint College Office, Health and Safety

JCR: Technical (chair), Events, Live Music

JCR (ex-officio): Ball, Executive

2. Tier 2 Positions

1. Each Tier 2 position holder shall be given the option to report at each JCR Meeting.
2. Each Tier 2 position shall be accountable in the first instance to a member of the Exec.
3. Each Tier 2 position holder shall sign the JCR Confidentiality Agreement.
4. Any Tier 2 position holder which is accountable in the first instance to the Welfare Officers shall sign the JCR Welfare Confidentiality Agreement.
5. Each Tier 2 position holder shall produce and present to their incoming Tier 2 position holder detailed handover notes before the end of their term.
6. Each Tier 2 position holder shall be willing to take on any necessary tasks that may arise, on agreement with their respective member 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.

1. 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. coordinate with Freps to organise events throughout Freshers Week.
8. Administer the appointment and assignment of Freshers' Reps during the Easter Term.
9. Co-ordinate and update the JCR Freshers' Handbook.
10. Assist the International Students Representative with the running of International Students' Welcome Week.
11. Have overall responsibility for the organisation and running of Re-Freshers' Week at the start of Epiphany term.

12. Meet regularly, when necessary, with the President, Treasurer, Welfare Officer and Social Chair, throughout Easter Term and communicate regularly during the summer vacation.
13. Sign the JCR Confidentiality Agreement.
14. 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.

2. The Environment and Sustainability officer(s)

The Environment & Sustainability Officer shall:

1. Be accountable in the first instance to the Vice President.
2. Convene and chair the College's Environment Committee meetings between staff and student representatives.
3. Convene and chair EcoComm.
4. Producing a publicly available yearly report at the end of Epiphany term on the overview of JCR sustainability and future actions.
5. Meet termly with the Executive Committee to
 - a) Make sure the ESO is kept up to date with the priorities of the Exec
 - b) Give the ESO a space to bring up issues, suggestions, and initiatives to the Exec
 - c) Ensure transparency between the JCR Executive and the ESO
6. Communicate with the Events or Ball committee (s) on an event-basis to ensure that decisions regarding events keep ecological impacts in mind, and to inform their yearly report.
7. Liaise with college staff on matters regarding the College grounds.
8. Attend meetings of the Greenspace Student Environment Group.
9. Consider running environmental initiatives, such as clothes swaps.
10. Sit on the following committees:

JCR: Environment, Events, Ball, JCR, Finance

University: Greenspace.

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

3. 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. 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) funds and sit on those committees.
7. Organise and run 'Treasurer Training' alongside the JCR Treasurer for the Treasurers of Clubs and Societies in Easter Term.
8. Communicate at least once a term with the Treasurers of Clubs and Societies to ensure budgets and accounts are up to date. Budgets must be checked at the end of every term.
9. Liaise with the Social Chair to set up budgets for JCR events such as Winter Ball, Trevs Night, and Trevs Day. These budgets will be verified by the Treasurer.
10. Sit on the following committees:

JCR: Finance, Events Committee

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

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

3. 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. Complete all required financial transaction for the Buttery with the JCR Treasurer as the second signatory.
5. Be responsible for obtaining approval for any non-routine expenditure from the Treasurer and President in accordance with the standing orders.
6. Present up-to-date Buttery accounts to Finance Committee when required by the Treasurer.
7. To act in accordance with the Buttery Constitution as outlined in the Standing Orders.
8. Sit on the following committees:

JCR: Buttery, Finance.

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

4. The Assistant Welfare Officer

The Assistant Welfare Officer shall:

1. Be accountable in the first instance to the Welfare Officer.
2. Assume any responsibilities as delegated by the Welfare Officer.
3. Meet regularly with the Welfare Officer and the Assistant Welfare Campaigns Officer, to discuss and co-ordinate welfare matters, usually weekly.
4. Attend Welfare training at the first possible opportunity, and any other relevant training made available.
5. Take overall responsibility for:
 - (a) The organisation and running of the Welfare Events room, excluding those that occur during the Open Days and Freshers' Week.
 - (b) The publicity of welfare information to the JCR via the Facebook page, the noticeboard, and any other media, in liaison with the Publicity Officer.
 - (c) Taking minutes of Welfare Campaigns Committee meetings.
6. Assist the Welfare Officers in the organisation and implementation of awareness weeks and welfare campaigns throughout the year.
7. To 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.
8. Sit on the following committees:

JCR: Welfare Campaigns

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

5. The Assistant Welfare Campaigns Officer

The Assistant Welfare Campaigns Officer shall:

1. Be accountable in the first instance to the Welfare Officers.
2. Assume any responsibilities as delegated by the Welfare Officers.
3. Meet regularly with the Welfare Officers and the Assistant Welfare Officer, to discuss and co-ordinate welfare matters, usually weekly.
4. Attend Welfare training at the first possible opportunity, and any other relevant training made available.
5. Take overall responsibility for:
 - (a) Taking minutes of Welfare Campaigns Committee meetings.
 - (b) The organisation of Welfare Campaigns, in conjunction with the Welfare Officers.

6. Not run weekly drop-in sessions.

7. Sit on the following committees:

JCR: Welfare Campaigns

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

6. The LGBTQ+ Students' Representative(s)

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

The LGBTQ+ Students' Representative(s) shall:

1. Be accountable in the first instance to the Welfare Officers.
2. Be a point of contact for LGBTQ+ students.
3. Represent and raise awareness of LGBTQ+ issues and events within College.
4. Provide support and signposting for LGBTQ+ related issues in conjunction with the Welfare Officers.
5. Attend Welfare training and other relevant welfare training at the earliest opportunity.
6. Organise and run LGBTQ+ campaigns and events within College, in conjunction with (where necessary), the Welfare Campaigns Committee and the Trevs LGBTQ+ society
7. Develop and promote a safe space for the LGBTQ+ community within College.
8. Liaise (where necessary) with the LGBTQ+ association on matters including, but not limited to:
 - (a) The organisation and running of LGBTQ+ campaigns and events within college.
 - (b) Issues affecting LGBT+ students.
9. Attend LGTBa College Representative Committee at least once per term.
10. Sit on the following committees:

JCR: Welfare Campaigns,

University: LGTBa College Representative Committee.

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

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

7. The Students with Disabilities Representative

The Students with Disabilities Representative shall:

1. Be accountable in the first instance to the Welfare Officers.
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. Provide support and signposting for disability-related issues in conjunction with the Welfare Officers.
5. Attend Welfare training and other relevant welfare training at the earliest opportunity.
6. Organise and run disabilities campaigns and events within College, in conjunction with (where necessary) the Welfare Campaigns Committee.
7. Develop and promote a safe space for the disability community within College.
8. Co chair in conjunction with the welfare Officers the accessibility and inclusion committee, in developing and maintaining the JCR accessibility best practices guidelines, as well as facilitating a forum for the discussion of any accessibility or inclusion issues within the JCR.
9. Liaise (where necessary) with the Disability and Carers association (DACA) on matters including, but not limited to:
 - (a) The organisation and running of disability campaigns and events within college.
 - (b) Issues affecting students with disabilities.
10. Attend the DACA College Representative Committee at least once per term.
11. Ensure that adequate consideration for students with disabilities is provided at events by sitting on Events Committee.
12. Sit on the following committees:

JCR:	Welfare Campaigns, Events, Accessibility and Inclusion committee (Co-chair).
University:	DACA 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.

8. The People of Colour Representative(s)

The People of Colour Representative(s) shall:

1. Be accountable in the first instance to the Welfare Officers.
2. Be a point of contact for students that identify as People of Colour (PoC).
3. Represent and raise awareness of PoC issues and events within college.
4. Provide support and signposting for PoC issues in conjunction with the Welfare Officers and the Durham People of Colour Association (DPoCA) Welfare Officer.
5. Attend Welfare training and other relevant welfare training at the earliest opportunity.
6. Organise and run PoC campaigns and events within College, in conjunction with (where necessary) the Welfare Campaigns Committee.
7. Develop and promote a safe space for the PoC community within College.
8. Liaise (where necessary) with the PoC Students Association on matters including, but not limited to:
 - (a) The organisation and running of PoC campaigns and events within college.

(b) Issues affecting PoC students.

9. Attend the PoC College Representative Committee at least once per term.

10. Sit on the following committees:

JCR: Welfare Campaigns,

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.

9. The Working-Class Students' Representative(s)

The Working-Class Students' Representative shall:

1. Be accountable in the first instance to the Welfare Officers.
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. Provide support and signposting for class-related issues in conjunction with the Welfare Officers and the WCSA Executive Committee.
5. Attend Welfare training and other relevant welfare training at the earliest opportunity
6. Organise and run working-class campaigns and events within College, in conjunction with (where necessary) the Welfare Campaigns Committee.
7. Develop and promote a safe space for the working-class community within College.
8. Liaise (where necessary) with the Working-Class Students Association on matters including, but not limited to:
 - (a) The organisation and running of Working-Class Students campaigns and events within college.
 - (b) Issues affecting Working-Class students.
9. Attend the Working Class Students College Representative Committee at least once per term.
10. Sit on the following committees:

JCR: Welfare Campaigns, Financial committee

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.

10. 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, Trevs Day, and the Summer Ball.
3. Organise annual Edinburgh Market Trip.
4. Have specific responsibility for the organisation of fireproofing.
5. Have responsibility for the JKH trunk, Garage 5 and any other storage space assigned to the Social Chair or Event Committee.
6. Act as Secretary for both Event Committee and Ball Committee.
7. Attend ladder training as the first possible opportunity.
8. Sit on the following committees:

JCR: Events, Ball

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

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

11. The Summer Ball Chair(s)

The Summer Ball Chair is advised to have attended a Trevelyan College Summer Ball during their time at university, but this is not a requirement for election.

The Summer Ball Chair shall:

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

JCR: Ball, Events (ex-officio)

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

12. The Charity & Volunteering Officer(s)

The Charity Officer(s) shall:

1. Be accountable in the first instance to the Clubs and Societies Officer.

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.

13. The Music Representative(s)

The Music Representative shall:

1. Be accountable in the first instance to the Clubs and Societies Officer.
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 formals 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

JCR (ex-officio): Ball

14. 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.

14. The Sports Representative(s)

The Sports Representative shall:

1. Be accountable in the first instance to the Clubs and Societies Officer.
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 and relevant social media
7. Maintain the storage facilities in College for sporting equipment.
8. Organise the Sports Dinner 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.

16. The Gym Representative(s)

The Gym Representative(s) shall:

1. Be accountable in the first instance to the Clubs and Societies 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 in conjunction with the President the Gym Committee.
14. Manage the Gym Committee and be responsible for its actions.
15. Sit on the following committees:

JCR: Gym.

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

17. The Art Representative(s)

The Art Representative shall:

1. Be accountable in the first instance to the Clubs and Societies Officer.
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 procuring finances from JCR 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.

18. The Year Out Representative(s)

The Year Out Representative shall:

1. Be accountable in the first instance to the Welfare Officers.
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.
14. 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(s)

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 multimedia content.

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

2.20. Livers Out Representative(s)

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

1. Be accountable in the first instance to the Welfare Officers.
2. Be a point of contact for students living out.
3. Represent the interests of all JCR members who live out.
4. Provide support and signposting for issues affecting students living out in conjunction with the Welfare Officers.
5. Attend Welfare Training, SU Housing Training, and any other relevant training at the earliest opportunity.
6. Organise and run campaigns and events within college for students living out, in conjunction with (where necessary), the Welfare Campaigns Committee.
7. Assist JCR members in finding accommodation for their time living out of College, including but not limited to:
 - a. Being available at drop-ins to offer advice on house-hunting.
 - b. Running a housing campaign in association with the Welfare Officers and students union.
 - c. Liaise with the Publicity Officer to include the interests of students who live out in JCR communications.
8. Sit on the following committees:
JCR: Welfare Campaigns,

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

2.21. International Events Officer(s)

The International Events Officer(s) shall:

1. Be accountable in the first instance to the Social Chair.
2. Liaise between College, the JCR, and the Senior Freshers' Representative(s) on all matters concerning International Students' Welcome and Orientation Week.
3. Encourage integration of the international students in the Trevelyan community and develop and promote a safe space for international students in college.
4. Liaise with the MCR regarding International Postgraduate students.
5. Provide information on international integration to the Freshers' Representatives before Freshers' Week and to discuss appropriate measures with the Senior Freshers' Representative(s).
6. Consult with the Social Chair on providing international centric events and inclusive themes for events.
7. Chair International Events Committee.
8. Sit on the following committees:

JCR: Events, International Events (chair), Executive (Freshers' Week Only)

Note: It is suggested that the International Events Officer be an international student, though this is not a requirement.

Note: This position can be held either as an individual or as a pair.

2.22. International Welfare Representative(s)

The International Welfare Representative(s) shall:

1. Be accountable in the first instance to the Welfare Officers.
2. Be a point of contact for International Students for welfare related matters.
3. Liaise with the MCR regarding International Postgraduate students.
4. Provide support and signposting for international issues in conjunction with the Welfare Officers.
5. Attend Welfare Training and other relevant welfare training at the earliest opportunity.
6. Organise and run international oriented welfare campaigns and events within College, in conjunction with (where necessary) the Welfare Campaigns Committee, the International Students Association, and the International Events Officer(s).
7. Develop and promote a safe space for international students within College.
8. Liaise (where necessary) with the International Students Association on matters including, but no limited to:
 - a. The organisation and running of international campaigns and events within college.
 - b. Issues affecting international students.
9. Attend the International Students Association College Representative Committee at least once per term.
10. Sit on the following committees:

JCR: Welfare Campaigns

Note: It is suggested that the International Welfare Representative be an international student, though this is not a requirement.

Note: This position can be held either as an individual or as a pair.

2.23. The Formals Officer

The Formals Officer shall:

1. Be accountable in the first instance to the Social Chair.
2. Organise, with College, Joint Formals, including applications and seating plans.
3. Organise JCR Dinners, including applications and seating plans.
4. Relay the views of the JCR on food to catering at least once a term via the Catering Committee.
5. Sit on the following committees:

College: Catering (chair)

JCR: Environment, JCR, Events (Ex-Officio), Ball (Ex-Officio)

3. Tier 3 Positions

3.1.The Website Manager

The Website Manager shall:

1. Be accountable in the first instance to the Publicity Officer
2. Be responsible for maintenance and upkeep of the JCR website.
3. Work with the Publicity Officer to ensure minutes of JCR related committees and meetings are uploaded promptly.
4. Coordinate with the Chair to ensure the standing orders and job descriptions on the website are up to date.
5. Consult with the Students with Disabilities Representative regarding accessibility of the website.

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

3.2.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 position may only be held by an individual.

3.3.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.

3.4.The Freshers' Representatives

The Freshers' Representatives (Frep) 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.

3.5.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.

3.7. The Toastie Bar Manager

The Toastie 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:
 - (a) All electrical equipment is disconnected.
 - (b) 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.

3.8.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.

3.9.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.

3.10.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.

3.11.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.

3.12.Elected Committee Members

Elected Committee Members shall:

1. Be elected to sit on one of the following committees:

- (a) Finance Committee.
 - (b) 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.
 4. Be required to attend JCR Meetings, unless notice of their absence to the respective Chair of their committee has been given in advance of the publicised deadline.

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

4. JCR Committees

Preamble

1. Committee minutes

- C. All elected JCR committees shall take minutes of their meetings detailing key discussions, decisions, and actions taken.
- D. These minutes shall be made publicly available to the wider JCR; within 2 weeks since the previous meeting occurring.
- E. committees shall have the ability to redact sensitive or private information from the published minutes, particularly for discussions involving confidential or personal information.
- F. Committee chairs are responsible for overseeing the accurate recording and timely distribution of minutes.
- G. Meeting minutes shall be sent to the website manager (or if vacant the publicity officer for uploading to the JCR Website).

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 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:
 - (a) The Treasurer.
 - (b) The Assistant Treasurer (Clubs & Societies).
 - (c) The Assistant Treasurer (Buttery).
 - (d) The President.
 - (e) Clubs and Societies officer
 - (f) Working Class representative
 - (g) The Sports Representative.
 - (h) The Music Representative.
 - (i) The Art Representative.
 - (j) The Environment & Sustainability Officer.
 - (k) 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.

4.2. 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 Officers.
4. Be chaired by the Welfare Officers.
5. Consist of:
 - (a) The Welfare Officers.
 - (b) The two (2) Assistant Welfare Officers.
 - (c) The Administrative Vice-Chair of the Bar.
 - (d) The LGBTQ+ Students' Representative.
 - (e) The International Welfare Representative(s).

- (f) The Students with Disabilities Representative.
 - (g) The People of Colour Representative.
 - (h) The Working-Class Students' Representative.
 - (i) The Year Out Representative (ex-officio).
 - (j) Livers out representative
 - (k) Any interested members of the JCR
 - (l) President (ex-officio).
6. Receive a 50% discount on tickets for the specific events they help create.

4.3. 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. Consist of:
 - (a) The JCR Chair.
 - (b) The JCR Chair-elect.
 - (c) Seven (7) elected members.

4.4. 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:
 - (a) The Social Chair.
 - (b) The President.

- (c) The Treasurer.
- (d) The Tech Manager.
- (e) The publicity officer
- (f) The Music Representative.
- (g) The Sabbatical Bar Steward.
- (h) The MCR Social Secretary.
- (i) The Assistant Social Chair.
- (j) The Ball Chair (ex-officio).
- (k) The Formals Officer (ex-officio).
- (l) The Art Representative.
- (m) The Charity Officer.
- (n) Vice President.
- (o) Assistant Treasurer (Clubs and Societies)
- (p) Technical Manager
- (q) Any interested members of the JCR.
- (r) The Environment & Sustainability Officer.
- (s) The International Events Officer.
- (t) Students with disabilities representative
- (u) The Welfare Officers (ex-officio).
- (v) MCR President (Ex-officio)

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

4.6.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:
 - (a) The Charity Officer.
 - (b) The Charity Treasurer.
 - (c) The Charity Secretary.
 - (d) The Charity Publicity Officer.

- (e) Any interested members of the JCR.
- (f) President (Ex-Officio).
- (g) Clubs and Societies officer (Ex-officio)

4.7. Buttery Committee

The Buttery Committee shall:

1. Be administered in accordance with the Buttery Standing Orders.
2. Consist of:
 - (a) The Buttery Chair.
 - (b) The Buttery Stock Manager.
 - (c) The Buttery Toastie Bar Manager.
 - (d) The Buttery Media Officer.
 - (e) The Assistant Treasurer (Buttery).
 - (f) The Treasurer (Ex-Officio).
 - (g) President (Ex-Officio).

4.8. 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:
 - (a) Organising unplugged nights.
 - (b) Organising termly concerts.
 - (c) Organising Trevstock.
3. Liaise with College staff as required, who may be invited to a meeting if deemed necessary.
4. Consist of:
 - (a) The Music Representative.
 - (b) The Technical Manager.
 - (c) The MASH Room Technician.
 - (d) Any interested members of the JCR.
 - (e) President (Ex-Officio).
 - (f) Clubs and societies officer (Ex-Officio)
5. It is recommended that the Presidents of musical societies sit on this Committee, but not required.

4.9. 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:
 - (a) The Social Chair.
 - (b) The Assistant Social Chair.
 - (c) The Ball Chair.
 - (d) The President.
 - (e) The Treasurer.
 - (f) Interested members of Events Committee.
 - (g) Any additional members on the invitation of the Social Chair and Ball Chair.
 - (h) The Environment & Sustainability Officer.
 - (i) MCR Social Secretary
 - (j) The Formals Officer (Ex-Officio).
 - (k) Services Officer (Ex-Officio).
 - (l) Sabbatical Bar Steward (Ex-Officio).
 - (m) Welfare Officer (Ex-Officio).

4.10. Technical Committee

The Technical 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 MASH Room Technician.
 - (d) Appointed Technical Committee members.
 - (e) The Music Representative.
 - (f) The Treasurer

(g) The President (Ex-Officio).

4.11. International Events Committee

The International Events Committee shall:

1. Exist to aid the International Events Officer in the planning, organisation and running of International events in college.
2. Exist to aid the International Events Officer in spreading awareness and appreciation of international cultures within Trevelyan College.
3. Have meetings to which the International Events Officer may invite extra members at their discretion.
4. Be convened and chaired by the International Events Officer.
5. Consist of:
 - (a) The International Events Officer.
 - (b) Interested members of Events Committee.
 - (c) Interested members of Welfare Campaigns Committee.
 - (d) Any additional members appointed by the International Events Officer.
 - (e) President (Ex-Officio).

4.12. EcoComm

The Environment Committee shall:

1. Meet regularly to discuss what college can be doing to lessen its impact on the environment.
2. Promote a welcome community open to discussions around environmental initiatives.
3. Assist the ESO in running environmental events in college.
4. Communicate, work with, and assist other JCR groups in being more environmentally friendly.
5. Organise events within college to promote and raise awareness/money for issues surrounding the environment.
6. Discuss and decide what to do with the funding given to the Environment and Sustainability Officer by both the JCR and Greenspace, in conjunction with the JCR Treasurer.
7. Promote a low waste lifestyle through information campaigns and events.
8. Consist of:
 - (a) The Environment & Sustainability Officer.
 - (b) The JCR Vice-President (Ex-Officio)
 - (c) The JCR Treasurer (Ex-Officio).
 - (d) The Formals Officer
 - (e) Any interested members of the JCR.

(f) President (Ex-Officio).

4.13. 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 by the Gym Representative and the President. The form of the application process will be at the discretion of the Gym Representative and the President. Applications should be reviewed together by the Gym Representative and the President.
3. Be managed by the Gym Representative.
4. Members of the committee shall be entitled to free gym membership for the duration of their term of office.
5. Consist of:
 - (a) The Gym Representative.
 - (b) Up to 7 interested members of the JCR.
 - (c) President (Ex-Officio).

4.14. Accessibility and Inclusion committee

The accessibility and inclusion committee shall:

1. Be responsible with drafting and maintaining an accessibility best practices guidelines for the JCR and bringing the guidelines or any updates or amendments to the JCR for approval.
2. Act as a forum to discuss any accessibility or inclusion issues the JCR may encounter.
3. Be co-chaired by the welfare Officers and students with disabilities representative.
4. Membership shall consist of:
 - A. Welfare Officers
 - B. Students with disabilities representative
 - C. JCR chair
 - D. Any interested members of the JCR

5. 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.

5.1. 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:
 - (a) The JCR Art Representative.
 - (b) Clubs and societies officer (Ex-Officio)
 - (c) Interested members of the SCR.
 - (d) Interested members of the JCR.
 - (e) Interested members of the MCR.
 - (f) A member of College staff.

5.2.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 Formals Officer.
6. Consist of:
 - (f) The JCR Formals Officer.
 - (g) The MCR Services Officer(s).
 - (h) The Head Chef.
 - (i) The Food and Beverages Manager.
 - (j) The Operations Manager.

(k) Any member of one of the Common Rooms

