

Section III

Committees & Role

Descriptions



Of

Josephine Butler College

JCR

Last Revised 9th July 2020



Contents

C-1. Roles and Responsibilities of JCR Executive Committee Members.....	5
C-1.1. President.....	5
C-1.2. Vice President	7
C-1.3. Chair.....	7
C-1.4. Treasurer	9
C-1.5. Welfare Officers	10
C-1.6. International Officer	10
C-1.7. Societies Officer.....	11
C-1.8. Sports Officer	12
C-1.9. Social Chair.....	12
C-1.10. Bar Officer	13
C-1.11. Food Services Officer	13
C-1.12. Publicity Officer	14
C-1.13. Financial and Community Support Officer (FACSO).....	15
C-2. Roles and Responsibilities of JCR Ex-Officio Members	17
C-2.1. DSU Rep.....	17
C-2.2. Technical Director(s)	18
C-2.3. Vice-Chair.....	18
C-2.4. Webmasters.....	19
C-2.5. Policy Officer	19
C-3. Roles and Responsibilities of Officer of the JCR.....	20
C-3.1 Students with Disabilities Neurodiversity Rep.....	20
C-3.2 Assistant Welfare Officers	20
C-3.3 Arts Committee Chair(s).....	21
C-3.4 Equality and Diversity Chair	21
C-3.5 Charities Co-Ordinator(s)	21
C-3.6 Green Committee Rep(s).....	21
C-3.7 LGBT+ Gender Identity Rep	22
C-3.8 LGBT+ Orientation Rep.....	22

C-3.9 Students with Disabilities Rep.....	22
C-3.10 Volunteering Committee Chair	23
C-3.11 Photography Director.....	23
C-3.12 Head Livers-Out Rep	24
C-3.12 Stash Coordinator	24
C-3.14 Mound Editor(s)	25
C-3.15 Quizmaster.....	25
C-3.16 Assistant Quizmaster	25
C-3.17 Music Committee Chair(s)	25
C-3.18 Gym Rep	26
C-3.19 Mole Master.....	26
C-3.20 Careers Rep.....	26
C-3.21 Tour Reps.....	26
C-3.22 Year Out Rep(s).....	26
C-3.23 Yearbook Editor	27
C-3.24 Winter Ball Chairs	27
C-3.25 Spring Gala Chair(s).....	27
C-3.26 Butler Talks Chair(s):	28
C-3.27 Butler Day Chairs	28
C-3.28 Summer Ball Chairs	28
C-3.29 Freshers' Week Head Reps	29
C-3.30 Freshers' Week Chilled Rep(s).....	29
C-3.31 Head Open Day Rep(s)	30
C-4. JCR Committees.....	30
C-4.1 Arts Committee	30
C-4.2 Ball Committee.....	30
C-4.3 Butler Day Committee.....	30
C-4.4 Butler Talks Committee.....	31
C-4.5 Charity Committee	31
C-4.6 Democracy Committee	32
C-4.7 DSU Committee.....	32
C-4.8 Equality and Diversity Committee.....	33
C-4.9 Fashion Show Committee.....	33
C-4.10 Finance Committee.....	33
C-4.11 Freshers' Week Committee	34
C-4.12 Green Committee	35
C-4.13 Gym Committee	35
C-4.14 International Committee	36

C-4.15 Livers In Proctor Committee	37
C-4.16 Livers Out Committee	37
C-4.17 Mound Committee	37
C-4.18 Music Committee	38
C-4.19 Photography Committee	39
C-4.20 Publicity Committee.....	39
C-4.21 Social Committee.....	40
C-4.22 Sports Captain's Committee	40
C-4.23 Technical Committee	40
C-4.24 Volunteering Committee	41
C-4.25 Welfare Committee	41
C-4.26 Societies Committee	41
C-4.27 JB's Committee.....	42

C-1. Roles and Responsibilities of JCR Executive Committee Members

C-1.1. President

C-1.1.1. The President shall attend and represent the view of the JCR to the following bodies:

C-1.1.1.1. College Council

C-1.1.1.2. Bar Committee

C-1.1.1.3. Howlands Users' Group (HUG)

C-1.1.1.4. Presidents' Committee

C-1.1.1.5. DSU Assembly

C-1.1.1.6. Health and Safety Committee

C-1.1.1.7. College Officers

C-1.1.2. Attend the following bodies:

C-1.1.2.1. Exec Meetings

C-1.1.2.2. JCR Meetings

C-1.1.2.3. Trust Fund Committee

C-1.1.2.4. Finance Committee

C-1.1.2.5. DSU Committee

C-1.1.2.6. Gym Committee

C-1.1.2.7. Butler Day Committee

C-1.1.2.8. Winter and Summer Ball Committees

C-1.1.2.9. Livers Out Committee

C-1.1.2.10. Proctor Meetings

C-1.1.2.11. Welfare Meetings

C-1.1.3. Act as a point of contact on all matters affecting the interests of the JCR.

C-1.1.4. Represent the interests of the student body of Butler College JCR and promote well-being within Butler College.

C-1.1.5. Be responsible for the allocation of first-year rooms.

C-1.1.6. Abide by the financial responsibilities outlined in Section 8 of the Permanent Standing Orders.

- C-1.1.7. Be a signatory on the JCR account.
- C-1.1.8. Be responsible for the purchasing of JCR items on the JCR spending card & abide by the responsibilities outlined below:
- C-1.1.8.1. For budgeted items, £250 is the maximum spend limit for a single item. For any unbudgeted items, Finance Comm. must pass a vote on whether to sanction the spending.
 - C-1.1.8.2. The spending card must be kept in the safe when not in use.
 - C-1.1.8.3. The card may only be used subject to the completion and approval of a 'Card Transaction Approval Form':
 - C-1.1.8.3.1. The 'Card Transaction Approval Form' must be signed by two signatories of the JCR Bank Account in order to be approved.
- C-1.1.9. Liaise between the JCR, MCR and SCR.
- C-1.1.10. Undertake duties that do not fall within the remit of any member of the Executive Committee, and to deputise in the absence of any member of the Executive Committee.
- C-1.1.11. Act as a representative in pastoral or disciplinary matters, on behalf of JCR Members liaising with the Senior Tutor, Principal and Bursar on such matters.
- C-1.1.12. Undertake administrative duties as agreed between the College Officers and the President.
- C-1.1.13. Oversee the activities of the Executive Officers and ensure members are carrying out the role to which they were elected.
- C-1.1.14. Be responsible for public relations on behalf of the JCR and to write contributions to relevant publications, such as the College Handbook and the prospectus.
- C-1.1.15. Personally approve all material for publication prior to printing.
- C-1.1.16. Assist the SCDO and Vice President to attract potential sponsorship for JCR activities.
- C-1.1.17. Organise the Parenting System, so as to ensure that every Fresher has a College parent.
- C-1.1.18. The President must live in during their term of office.
- C-1.1.19. Before nominating themselves, a candidate must attend an interview with the Principal to be approved to stand for the position.
- C-1.1.20. Before nominating themselves, JCR President-nominees should do their utmost to attend at least one DSU Assembly meeting alongside the incumbent President as a non-voting observer.
- C-1.1.21. The President-elect is obligated to attend DSU Assembly meetings in Easter Term alongside the incumbent President as a non-voting observer.
- C-1.1.22. At least one of the FACSO and JCR President must work with the College Student Experience Officer to ensure the smooth running of the Pre-sessional social programme. This will involve assisting with

the administration, organisation, and running of events, and may include regular weekend work over the summer.

C-1.1.23. The JCR President is responsible for the organisation of alumni-related activities including the Networking Dinner, Alumni Weekend, and the Graduation Formal.

C-1.2. Vice President

C-1.2.1. The Vice President shall:

C-1.2.1.1. Deputise the President in their absence

C-1.2.1.2. Co-ordinate:

C-1.2.1.2.1. **Volunteering Committee:**

C-1.2.1.2.1.1. Support and work alongside the Volunteer Rep to:

C-1.2.1.2.1.1.1. Establish and secure links with voluntary projects.

C-1.2.1.2.1.1.2. Assist students with the completion of DBS forms.

C-1.2.1.2.1.1.3 Co-ordinate the projection of rotas in conjunction with volunteers and the appropriate volunteering projects.

C-1.2.1.2.2. **Sponsorship Committee:**

C-1.2.1.2.2.1. Liaise with the Student Community Development Officer to organise JCR sponsorship.

C-1.2.1.3. Sit on and take minutes for Green Committee which is to be a self-governing body and assist in any projects they are undertaking by offering practical support and advice.

C-1.2.1.4. Sit on and take minutes for Charity Committee which is to be a self-governing body and assist in any projects they are undertaking by offering practical support and advice.

C-1.2.1.5. Liaise with the President and Social Chair to enforce discipline at Formals.

C-1.2.1.6. Organise College stash only in the event that a stash coordinator is not in place.

C-1.2.1.7. Aid any member or student group of the JCR in coordinating Durham Markets-related events.

C-1.2.1.8. Liaise with all committees in the JCR, and sit on DSU Committee

C-1.3. Chair

C-1.3.1. The JCR Chair shall:

C-1.3.1.1. Ensure the JCR Standing Orders are upheld at all times.

- C-1.3.1.2. Not vote in any JCR election unless there is a tie, when they shall hold the casting vote except in the case of Executive elections in which case the voting will be rerun.
- C-1.3.1.3. Organise all JCR, Exec, and Finance Committee meetings. The JCR Chair shall:
 - C-1.3.1.3.1. Prepare and send out an agenda for each meeting at least three days in advance of the meeting.
 - C-1.3.1.3.2. Chair JCR, Exec and Finance Comm. meetings impartially and vacate the chair should the discussion concern their position. In this event, they shall appoint a vice-chair to chair the meeting in their stead. If the discussion also concerns one or more of Democracy Committee, then a member of the JCR Executive Committee shall be appointed to chair the meeting at the discretion of the JCR Chair.
 - C-1.3.1.3.3. Review all minutes taken by the vice-chairs before sending them to the relevant student body/committee.
- C-1.3.1.4. Putting minutes and agendas on the JCR website.
- C-1.3.1.5. Ensure that all debate during JCR Meetings is clear, relevant to the point being voted upon and does not go on for an excessive length of time.
- C-1.3.1.6. Be responsible for the organisation of all JCR elections.
- C-1.3.1.7. Act as the Returning Officer for all JCR elections.
- C-1.3.1.8. Not be actively canvassed by any candidate for any election.
- C-1.3.1.9. Update Standing Orders when required by a motion passed by the JCR.
- C-1.3.1.10. Maintain a record of the motivations and reasons for changes to the Standing Orders, to assist in enforcing them as intended.
- C-1.3.1.11. Be responsible for making copies of the JCR Standing Orders available to all members of the College.
- C-1.3.1.12. Act as an independent arbiter to resolve conflict, should it occur, between different members of the Executive Committee and / or the JCR.
- C-1.3.1.13. Maintaining the Democracy Committee notice board in Josephine Butler College.
- C-1.3.1.14. Hold and update yearly a list of all members of the JCR. This list shall be kept confidential to the JCR Chair and JCR President save for publishing general membership figures, and the identity of members/non-members shall only be communicated to College Officers for appropriate purposes.
- C-1.3.1.15. Maintain a minimum of three backup copies, including at least one hard copy, of agendas and minutes from all Finance, Exec and General/Extraordinary JCR meetings.
- C-1.3.1.16. Update the JCR website page of role/personnel changes after each JCR Meeting
- C-1.3.1.17. Chair the Equality and Diversity Committee in the event that no Equality and Diversity Committee Chair is elected.
- C-1.3.1.18. Attend committee internal elections to uphold internal democracy.

C-1.4. Treasurer

C-1.4.1. In adherence to the DSO Framework, the Treasurer shall:

- C-1.4.1.1. Keep accurate and organised accounts of the JCR.
- C-1.4.1.2. Act in as an advisor to Finance Comm. and (upon request) any budget holder.
- C-1.4.1.3. Competently report to Finance Comm. on the current status of JCR accounts and budgets at any time.
- C-1.4.1.4. Attend the university-wide Treasurers' Committee.
- C-1.4.1.5. Report financial information to the University as outlined in the DSO framework, including but not limited to:
 - C-1.4.1.5.1. Producing a summary income and expenditure account at the end of the financial year as falls within their term of office, and a finalised version during the first term of this financial year to the same bodies.
 - C-1.4.1.5.2. Presenting a draft financial budget to Finance Committee and College Council before the beginning of the financial year, and a finalised version during the first term of the financial year to the same bodies.
 - C-1.4.1.5.3. Undertake an annual review of the cost of the JCR levy, by consulting with the student body. Following the conclusion of this review, the Treasurer will report their findings in a JCR meeting, and if any changes are proposed, they will be put to a vote in the same meeting.
- C-1.4.1.6. Take responsibility, together with the President, for:
 - C-1.4.1.6.1. All financial transactions of the JCR, including being a key holder for the JCR safe.
 - C-1.4.1.6.2. Arranging payments to creditors of the JCR and collecting monies due from debtors of the JCR, in conjunction with College staff where appropriate.
 - C-1.4.1.6.3. Administrating the JCR's bank account.
 - C-1.4.1.6.4. Monitoring the income and expenditure of clubs, societies, committees and events in accordance with the allocations made by Finance Committee.
 - C-1.4.1.6.5. Maintaining a record of the contents of the JCR safe and register of all JCR key holders at any given time for the purposes of assurance and insurance policy compliance.
 - C-1.4.1.6.6. Act as a signatory for the JCR accounts during their term of office.
- C-1.4.1.7. Be responsible for cash handling activities, with the University's principles for cash handling being used as an example of good practice. Responsibility for some aspects of cash collection and handling e.g. at JCR events may be delegated to Vice-Treasurer or other relevant persons at the treasurer's discretion.
- C-1.4.1.8. Abide by the financial responsibilities outlined in Section 8 of the Permanent Standing Orders.

C-1.5. Welfare Officers

C-1.5.1. There shall be two Welfare Officers who shall be responsible for:

- C-1.5.1.1. Raising student awareness of welfare issues and signposting the support services available within the university and external organisations.
 - C-1.5.1.2. Obtaining and making available to students' safe sex supplies and other welfare equipment.
 - C-1.5.1.3. Run a series of campaigns for the College in conjunction with the JCR President and College Officers.
 - C-1.5.1.4. Chair and coordinate the Welfare Committee in planning and implementing campaigns.
 - C-1.5.1.5. Checking the welfare email account on a regular basis and responding to emails.
 - C-1.5.1.6. Providing an hour drop-in sessions per week in conjunction with the Assistant Welfare Officers.
 - C-1.5.1.7. Attending relevant welfare training sessions runs by the DSU.
 - C-1.5.1.8. Attending the DSU Welfare Executive meeting.
 - C-1.5.1.9. Adhering to the confidentiality policy and dependency guidelines.
 - C-1.5.1.10. Having regular meetings with the Student Support Officer. At least one meeting per term must be attended by the entire Welfare Team.
 - C-1.5.1.11. Coordinating and overseeing all activities of the Assistant Welfare Officers
 - C-1.5.1.12. Assist the JCR President in running the Livers-In proctoring system.
 - C-1.5.1.13. Assist the Year Out Rep(s) when required.
 - C-1.5.1.14. Supporting the International, LGBT and Disabilities reps.
 - C-1.5.1.15. Assisting the Livers-Out Rep in the running of the Housing Campaign:
 - C-1.5.1.15.1. Be responsible for the organisation and promotion of the DSU house hunting presentation at college.
 - C-1.5.1.15.2. Run a college-level 'find a housemate' campaign incorporated into Housing Week.
- C-1.5.2. In the event of an emergency the Welfare Officer (or Assistant Welfare Officer), if contacted, should assess the situation and take appropriate action. This may include contacting another JCR Executive Officer, going to assist or deferring the situation to the next drop-in session.
- C-1.5.3. Before nominating themselves, a candidate must attend an interview with the Student Support Officer and be Nightline trained to be approved to stand for the position.

C-1.6. International Officer

C-1.6.1. The International Officer shall:

- C-1.6.1.1. Represent Butler at both the International Students Association and the International Office.
- C-1.6.1.2. Manage the International Committee.
- C-1.6.1.3. Sit on Freshers' Week Committee.
- C-1.6.1.4. Coordinate International Week prior to Freshers' Week and communicate with international students before they arrive in Durham.
- C-1.6.1.5. Project internationalisation positively through college life by organising a wide range of cultural activities at Butler
- C-1.6.1.6. Help home and international students integrate to create a positive and balanced community.
- C-1.6.1.7. Help ensure that JCR activities appeal to as wide a group of students as possible.
- C-1.6.1.8. Provide a support network to ensure international students can engage in college life in the same way as home students.
- C-1.6.1.9. Be aware of the specific needs and requirements of international students:
 - C-1.6.1.9.1. Shall seek to support International students in their transition into Durham and the UK, not exclusively in Freshers' Week.
 - C-1.6.1.9.2. Shall seek to provide practical support throughout their time in Durham, acting as a point of contact for any questions or concerns - on issues such as banking, passports, and other legal matters.
- C-1.6.1.10. Support Erasmus students with their specific needs and requirements, taking into account the fact that they arrive at different points and stay for varying lengths of time.
- C-1.6.1.11. Work alongside Year Out Rep(s) to make sure that students remain connected to the college.

C-1.7. Societies Officer

C-1.7.1. The Societies Officer shall:

- C-1.7.1.1. Coordinate the societies within Butler and liaise with society presidents.
- C-1.7.1.2. Encourage and support the setting up of new societies.
- C-1.7.1.3. Ensure all societies are accessible to Butler JCR members and to make sure all societies run in Butler are provisioned for fairly.
- C-1.7.1.4. Promote society events within college.
- C-1.7.1.5. Organise and coordinate the Butler Fair and Re-Butler Fair with the Sports Officer.
- C-1.7.1.6. Coordinate with the Social Chair in the organisation of the Societies Formal.
- C-1.7.1.7. Chair the Societies Committee.

C-1.8. Sports Officer

C-1.8.1. The Sports Officer shall:

- C-1.8.1.1. Co-ordinate the sports teams within Butler and liaise with the team captains.
- C-1.8.1.2. Communicate with Team Durham to keep Butler linked with the rest of the university.
- C-1.8.1.3. Be Facilities Manager of the Howlands Farm Gym and Chair of the Gym Committee.
- C-1.8.1.4. Ensure all sports are accessible to Butler JCR members and to make sure all sports run in Butler are provisioned for and run fairly.
- C-1.8.1.5. Ensure that at least 2 members of each team have adequate first aid training.
- C-1.8.1.6. Be responsible for the running of the gym along with their counterpart from Stephenson College and that ensure that members which use the gym are adequately trained to use the equipment.
- C-1.8.1.7. Advertise matches and match fixtures to the JCR.
- C-1.8.1.8. Co-ordinate the JCR sports committee and captains.
- C-1.8.1.9. Organise and coordinate the Butler Fair, and Re-Butler Fair with the Societies Officer.
- C-1.8.1.10. Organise the Sports Formal in liaison with the Social Chair.
- C-1.8.1.11. Organise and co-ordinate Sports Day.
- C-1.8.1.12. Liaise with both Stephenson and the Societies Officer to share Howlands and MUGA fairly between clubs, societies and colleges.
- C-1.8.1.13. Work effectively with the Assistant Sports Officers and keep them up to date with all Butler Sport information.
- C-1.8.1.14. Chair Captain's Committee, whose meetings occur once a term.

C-1.8.2. If the Sports Officer stands down, the Assistant Sports Officers will take over temporarily before a new Officer can be elected by way of a full JCR election.

C-1.9. Social Chair

C-1.9.1. The Social Chair shall:

- C-1.9.1.1. Organise all social events (including, but not limited to: formals, nights out and day trips):
 - C-1.9.1.1.1. All organisation in advance.
 - C-1.9.1.1.2. All liaisons with external groups.
 - C-1.9.1.1.3. Financial control of social events (with due consultation with the President and Treasurer).
 - C-1.9.1.1.4. Ensuring the smooth running of events.
 - C-1.9.1.1.5. Ensuring that facilities are properly cleaned and tidied afterwards.
 - C-1.9.1.1.6. Co-ordinate internet bookings for formals and ordering the formal meal.
 - C-1.9.1.1.7. Ensure that one formal per year prioritises finalists and another second years.

C-1.9.1.2. Any of the above tasks may be delegated to either of the Assistant Social Chairs or a member of Social Committee.

C-1.10. Bar Officer

C-1.10.1. The role of JCR Bar Officer is:

C-1.10.1.1. To consult with and represent the student body in matters relating to the bar provision in JB's.

C-1.10.1.2. To carry out termly customer reviews and present outcomes and recommendations to the Bar and Catering Manager and any other relevant meetings.

C-1.10.1.3. To attend weekly meetings with the Bar and Catering Manager

C-1.10.1.4. To ensure that the Bar and Catering Manager is informed of all forthcoming student events not already on the calendar such as: bar crawls, darts matches etc. This should include attending all relevant JCR Social Committee meetings.

C-1.10.1.5. To attend food and bar related meetings, such as Bar Committee for both the college and the JCR as required.

C-1.10.1.6. To assist the Bar and Catering Manager in communicating information such as events, health and safety issues, and any other relevant matters.

C-1.10.1.7. To represent the JCR on interview panels for new bar services staff.

C-1.10.1.8. To work with the Bar and Catering Manager to promote and market the bar offering at JB's.

C-1.10.1.9. To undertake any relevant training recommended and arranged by the college. Candidates will be required to complete, and pass, personal license holder, and food hygiene training arranged by the college.

C-1.10.1.10. To co-chair JB's Committee with the Food Services Officer.

C-1.10.2. In order to fulfil the role of the JCR Bar Officer, the post holder is expected to undertake a minimum of 4 shifts per term working in accordance with the Bar Supervisor job descriptions.

C-1.10.3. All candidates must arrange and attend a joint meeting with both the Licensee (Bursar) and the Bar and Catering Manager prior to nomination. This role will be reviewed annually, with any proposed changes being approved by the College Bursar.

C-1.11. Food Services Officer

C-1.11.1. To consult with and represent the student body in matters relating to the food provision in JB's.

C-1.11.2. To carry out termly customer reviews and present outcomes and recommendations to the Bar and Catering Manager and any other relevant meetings.

C-1.11.3. To attend weekly meetings with the Bar and Catering Manager

C-1.11.4. To ensure that the Bar and Catering Manager is informed of all forthcoming student events not already on the calendar, such as: Bar crawls, darts matches etc.

C-1.11.5. To attend food and bar related meetings, such as Bar Committee for both the college and JCR as required.

- C-1.11.6. To assist the Bar and Catering Manager in communicating information such as events, health and safety issues, and any other relevant matters.
- C-1.11.7. To represent the JCR on interview panels for new food services staff.
- C-1.11.8. To work with the Bar and Catering Manager to promote and market the food offering at JB's.
- C-1.11.9. To undertake any relevant training recommended and arranged by the college. Candidates will be required to complete, and pass, food hygiene training arranged by the college.
- C-1.11.10. To co-chair JB's Committee with the Bar Steward
- C-1.11.11. In order to fulfil the role of the JCR Food Services Officer, the post holder is expected to undertake a minimum of 4 shifts per term working in accordance with the food staff job descriptions.
- C-1.11.12. All candidates must arrange and attend a joint meeting with both the Licensee (Bursar) and the Bar and Catering Manager prior to nomination. This role will be reviewed annually, with any proposed changes being approved by the College Bursar and a JCR meeting.

C-1.12. Publicity Officer

C-1.12.1. The Publicity Officer shall:

C-1.12.1.1. Hold a strong knowledge of Adobe Photoshop and Illustrator packages.

C-1.12.1.2. Co-ordinate:

C-1.12.1.2.1. **Publicity Committee:**

C-1.12.1.2.1.1. Support members of Exec and the wider JCR through the production of publicity materials in a timely fashion to college events.

C-1.12.1.2.1.2. Maintain a list of active members and actively recruit members to maintain a legitimate committee.

C-1.12.1.2.1.3. Delegate tasks to individual members.

C-1.12.1.2.2. **Photography Committee:**

C-1.12.1.2.2.1. Liaise with the head of Photography Committee and help with promotional materials.

C-1.12.1.3. Support the JCR President in the graphic design of the JCR Wall Planner in ample time for Freshers' Week.

C-1.12.1.4. Support the JCR Vice President with the production of Stash Crests, designs, artwork for college stash orders.

C-1.12.1.5. Sit on the respective Fashion Show, Winter and Summer Ball committees to ensure suitable production of artwork for publicity materials.

C-1.13. Financial and Community Support Officer (FACSO)

C-1.13.1. The FACSO shall attend and represent the view of the JCR to the following bodies:

C-1.13.1.1. Bar Committee

C-1.13.1.2. Howlands Users' Group (HUG)

C-1.13.2. Attend the following bodies:

C-1.13.2.1. JCR Exec Committee

C-1.13.2.2. JCR Meetings

C-1.13.2.3. Trust Fund Committee

C-1.13.2.4. Finance Committee

C-1.13.2.5. Fresher's Week Committee

C-1.13.2.6. Gym Committee

C-1.13.2.7. Butler Day Committee

C-1.13.2.8. Winter and Summer Ball Committees

C-1.13.2.9. Open Day Committee

C-1.13.2.10. Publicity Committee

C-1.13.2.11. Social Committee

C-1.13.2.11. Equality and Diversity Committee

C-1.13.3. Act as a point of contact on all matters of finance and events affecting the interests of the JCR.

C-1.13.4. Represent the interests of the student body of Butler College JCR and promote well-being within Butler College.

C-1.13.5. Increase student involvement, particularly for freshers, in all areas of JCR and College activity. This includes event attendance, club memberships levels, and engagement of livers out.

C-1.13.6. Abide by the financial responsibilities outlined in Section 8 of the Permanent Standing Orders.

C-1.13.7. Be a signatory on the JCR account.

C-1.13.8. Be responsible for the purchasing of JCR items on the JCR spending card & abide by the responsibilities outlined below:

C-1.13.8.1. For budgeted items, £250 is the maximum spend limit for a single item. For any unbudgeted items, Finance Comm. must pass a vote on whether to sanction the spending.

- C-1.13.8.2. The spending card must be kept in the safe when not in use.
- C-1.13.8.3. The card may only be used subject to the completion and approval of a 'Card Transaction Approval Form':
- C-1.13.8.3.1. The 'Card Transaction Approval Form' must be signed by two signatories of the JCR Bank Account in order to be approved.
- C-1.13.9. Undertake duties that do not fall within the remit of any member of the Executive Committee, to deputise in the absence of any member of the Executive Committee, and otherwise support the work of Exec Officers.
- C-1.13.10. Take a lead in the planning, set-up, and clear-up of JCR events. This will include Tech Comm coordination. The FACSO will attend events as required by the JCR President.
- C-1.13.11. Undertake administrative duties as agreed between the College Officers and the President and the FACSO.
- C-1.13.12. Oversee the activities of the Executive Officers and ensure members are carrying out the role to which they were elected.
- C-1.13.13. At least one of the FACSO and JCR President must work with the College Student Experience Officer to ensure the smooth running of the Pre-sessional social programme. This will involve assisting with the administration, organisation, and running of events, and may include regular weekend work over the summer.
- C-1.13.14. Work with the Vice-President to attract potential sponsorship for JCR activities, with the assistance of the JCR President.
- C-1.13.15. The FACSO must live in during their term of office.
- C-1.13.16. Whilst the JCR remains within the DSO Framework; before nominating themselves, a candidate for the FACSO must attend an interview with the Principal to be approved to stand for the position.
- C-1.13.17 Keep accurate and organised accounts of the JCR.
- C-1.13.18. Act in as an advisor to Finance Comm. and (upon request) any budget holder.
- C-1.13.19. Competently report to Finance Comm. on the current status of JCR accounts and budgets at any time.
- C-1.13.20. Attend and represent the JCR at the university-wide Treasurers' Committee.
- C-1.13.21. Report financial information to the University as outlined in the DSO framework, including but not limited to:
- C-1.13.21.1. Producing a summary income and expenditure account at the end of the financial year as falls within their term of office, and a finalised version during the first term of this financial year to the same bodies.
 - C-1.13.21.2. Presenting a draft financial budget to Finance Committee and College Council before the beginning of the financial year, and a finalised version during the first term of the financial year to the same bodies.

- C-1.13.21.3. Undertake an annual review of the cost of the JCR levy, by consulting with the student body. Following the conclusion of this review, the Treasurer will report their findings in a JCR meeting, and if any changes are proposed, they will be put to a vote in the same meeting.
- C-1.13.22. Take responsibility, together with the President, for:
 - C-1.13.22.1. All financial transactions of the JCR, including being a key holder for the JCR safe.
 - C-1.13.22.2. Arranging payments to creditors of the JCR and collecting monies due from debtors of the JCR, in conjunction with College staff where appropriate.
 - C-1.13.22.3. Administrating the JCR's bank account.
 - C-1.13.22.4. Monitoring the income and expenditure of clubs, societies, committees and events in accordance with the allocations made by Finance Committee.
 - C-1.13.22.5. Maintaining a record of the contents of the JCR safe and register of all JCR key holders at any given time for the purposes of assurance and insurance policy compliance.
 - C-1.13.22.6. Act as a signatory for the JCR accounts during their term of office.
- C-1.13.23. Be responsible for cash handling activities, with the University's principles for cash handling being used as an example of good practice. Responsibility for some aspects of cash collection and handling e.g. at JCR events may be delegated to Treasurer or other relevant persons at the FACSO's discretion.
- C-1.13.24. Abide by the financial responsibilities outlined in Section 8 of the Permanent Standing Orders.

C-2. Roles and Responsibilities of JCR Ex-Officio Members

C-2.1. DSU Rep

- C-2.1.1. Any member of the JCR and MCR has the right to stand for the position of DSU Rep, and will represent both these common rooms at the DSU and NUS level.
- C-2.1.2. The DSU Rep shall:
 - C-2.1.2.1. Be an ex-officio member of exec committee who shall be expected to attend meetings in a non-voting capacity when required. Attendance shall be at the discretion and invitation of the Chair.
 - C-2.1.2.2. Attend Assembly, in which the Rep shall:
 - C-2.1.2.3. Represent the wishes of the JCR and MCR and vote in accordance with any mandate by the JCR and MCR. In the event of a conflict between the interests of the MCR and JCR then the DSU rep shall abstain.
 - C-2.1.2.4. Keep the JCR updated on the current affairs of the DSU and NUS by reporting to the JCR executive committee and JCR meetings as needed, and keep the notice board up to date.

C-2.1.2.5. Promote within College upcoming DSU elections and provide relevant and fair election information.

C-2.1.2.6. Remain impartial in all DSU elections.

C-2.1.2.6.1. Should the DSU rep stand for an election they shall be replaced by the assistant DSU reps in the promotion of the election.

C-2.2. Technical Director(s)

C-2.2.1. The Technical Director(s), as an individual or a pair, shall:

C-2.2.1.1. Run the tech for JCR events (sound and lighting).

C-2.2.1.2. Organise the hiring of any equipment needed for JCR events.

C-2.2.1.3. Organise Technical Committee members to help with the running of events.

C-2.2.1.4. Maintain College technical equipment and ensure it is in working order throughout the year.

C-2.2.1.5. Ensure that tech equipment is signed out at least one week before an event.

C-2.2.1.6. Oversee the hiring out of any JCR equipment to other Colleges.

C-2.2.1.7. Liaise with event organisers to see how the event will be run and what technical equipment is needed.

C-2.2.1.8. Attend Ball Committee, Butler Day Committee and Fashion Show Committee to ensure the technical requirements can be met for each event.

C-2.2.2. The Technical Director(s) shall be ex-officio members of exec committee who shall be expected to attend meetings in a non-voting capacity when required. Attendance shall be at the discretion and invitation of the Chair.

C-2.3. Vice-Chair

C-2.3.1. There shall be three vice-chairs who shall form the Democracy Committee along with the JCR Chair.

C-2.3.2. The vice-chairs shall be responsible for:

C-2.3.2.1. Taking minutes for JCR meetings, exec meetings and meetings of the finance committee (and other committees at the mutual agreement of the committee and the JCR Chair).

C-2.3.2.1.1. These roles shall be delegated to each vice-chair by the JCR Chair at the start of the academic year. Vice-chairs may choose to take one meeting to minute for the entire year, or change meetings every week/term.

C-2.3.2.1.2. In the case of a dispute between the Vice Chairs, the Chair will act to resolve the dispute, and if necessary will decide which Vice Chair minutes each meeting.

C-2.3.2.1.3. The minutes of each meeting should be sent to the JCR Chair for approval before being circulated to the wider student body.

C-2.3.2.1.4. For a guideline on minute taking, see Section 3.3. of the Operational Standing Orders

C-2.3.2.2. Ensuring that the JCR Standing Orders are upheld at all times and updated as appropriate.

C-2.3.2.3. Helping the Chair to run and publicise JCR meetings.

C-2.3.2.4. Presenting as unbiased an account as possible of events in case of an appeal.

C-2.3.3. Vice-chairs shall not vote in JCR elections and not be actively canvassed by any candidate for any election.

C-2.3.4. The Vice-chairs must not be members of the JCR Executive Committee and must not vote in JCR General Meetings.

C-2.3.5. Vice-chairs shall be trained by the incumbent JCR Chair and vice-chairs before taking up the position.

C-2.4. Webmasters

C-2.4.1. There shall be two JCR Webmasters, who shall:

C-2.4.1.1. Be an ex-officio member of exec committee who shall be expected to attend meetings in a non-voting capacity when required. Attendance shall be at the discretion and invitation of the Chair.

C-2.4.1.2. Be responsible for managing and maintaining the JCR website.

C-2.4.1.3. Be tasked with designing and implementing, in collaboration with the Exec committee, new and innovative ways of using the JCR website.

C-2.4.1.4. Provide a point of contact for exec members to assist with JCR website.

C-2.5. Policy Officer

C-2.5.1. During the transition year of the JCR from the DSO Framework to an independent organisation, the Policy Officer shall:

C-2.5.1.1. Write Permanent and Operational JCR Standing Orders to define the structure and processes of a newly independent JCR, under guidance of the JCR President and Chair, to be approved by the wider JCR members, in quorate general JCR meetings.

C-2.5.1.2. Update Committees and Role Descriptions to adapt to changes brought about by independence.

C-2.5.1.3. Draft Memoranda of Understanding, under guidance of the JCR President and JCR Chair, between:

C-2.5.1.3.1. The JCR and the MCR, consulting with the relevant members of the MCR Executive Committee

C-2.5.1.3.2. The JCR and Josephine Butler College, consulting relevant members of college staff

C-2.5.1.3.3. The JCR and Durham University.

C-3. Roles and Responsibilities of Officer of the JCR

C-3.1 Students with Disabilities Neurodiversity Rep

C-3.1.1. The Students Disabilities Neurodiversity Rep, as an individual, shall:

C-3.1.1.1. Be a point of signposting for students with any queries or fears regarding disabilities (with focus on Neurodiversity) and relay information back to the appropriate people.

C-3.1.1.2. Provide links between students and DUSSD (Durham University Services for Students with Disabilities).

C-3.1.1.3. Help with Welfare Awareness Weeks

C-3.1.1.4. Sit on the Welfare committee

C-3.1.1.5. Has guaranteed interview for a role on the Frep Team.

C-3.1.1.6. Liaise with the Students with Disabilities Rep on carrying out their respective roles

C-3.1.1.7. Assume the responsibilities of Students with Disabilities Rep should the role be left unfilled (until such time as somebody is elected)

C-3.1.1.8. Sit on the Equality and Diversity Committee as 'Neurodiverse Lead'

C-3.1.1.9. Be elected in the 3rd election of the Epiphany term

C-3.1.1.10. Be present during freshers' week as a representative of welfare committee.

C-3.2 Assistant Welfare Officers

C-3.2.1. The Assistant Welfare Officers shall be responsible for:

C-3.2.1.1. Assisting the Welfare Officer in raising student awareness of welfare issues and support services available within the university.

C-3.2.1.2. Assisting in the planning and implementation of campaigns together with the Welfare Campaign Reps.

C-3.2.1.3. Holding a single one-hour drop-in session each week and to be part of the nightly two hour, out-of-hour service.

C-3.2.1.4. Attending the DSU Welfare Executive meeting in the absence of the Welfare Officer.

C-3.2.1.5. Attending the fortnightly meetings with the full college welfare committee and any meetings with the Welfare Officer and Welfare Campaign Reps when required.

C-3.2.1.6. Adhering to the confidentiality policy and dependency guidelines.

C-3.2.1.6. Taking a leading role for a specific campaign week along with the Welfare Officers.

C-3.2.2. Candidates must meet with the current Welfare Officer and Welfare Officer-elect prior to standing.

C-3.2.3. Assistant Welfare Officers must be Nightline trained in the next possible session.

C-3.2.4. There shall be at least one male and one female Assistant Welfare Officer, and four Assistant Welfare Officers in total.

C-3.2.5. Assistant Welfare Officers should be present during fresher's week as a representative of welfare committee.

C-3.2.6. Assistant Welfare Officers should be entitled to an automatic interview to become a full member of the frep team.

C-3.3 Arts Committee Chair(s)

C-3.3.1. The Arts Committee Chair (as an individual or pair) shall:

C-3.3.1.1. Chair an Arts Committee meeting once a week where they help create artwork for formals and events if needed or provide materials for the group to do a different activity each week.

C-3.3.1.2. Provide an atmosphere where people can learn a new art or craft skill.

C-3.3.1.3. Act as head of communications with the Arts development group to help organise and spread the word of meetings to the wider college community and all those already involved in the Arts development group.

C-3.3.1.4. Play a key role in the planning of Winter Warmer as an art-based event.

C-3.3.1.5. Liaise directly with the Artist in Residence to communicate between the college community and events they can run in college.

C-3.3.1.6. Arts Committee to work directly with Arts Soc to organise recreational art projects which coincide together.

C-3.4 Equality and Diversity Chair

C-3.4.1. The Equality and Diversity Chair shall:

C-3.4.1.1. Organise and attend Equality and Diversity Committee meetings

C-3.4.1.2. Promote the committee to the rest of the JCR, maintaining records of what is discussed within each meeting

C-3.4.1.3. Consult with societies, committees, and sports on matters of equality and diversity

C-3.5 Charities Co-Ordinator(s)

C-3.5.1. The Charities Co-Ordinator(s), as an individual or a pair, shall:

C-3.5.1.1. Chair and run Charity Committee, including regular meetings, awareness, and fundraising events

C-3.5.1.2. Liaise with the Vice President, who will provide them with assistance and minute committee meetings.

C-3.6 Green Committee Rep(s)

C-3.6.1. The Green Committee Rep(s), as an individual or pair, shall:

- C-3.6.1.1. Attend appropriate meetings of Greenspace, Butler College Environment Team meetings, and Chair Butler JCR Green Comm. Meetings, or provide appropriate reason(s) for their apologies.
- C-3.6.1.2. Work with the Butler College Environmental Tutor, DSU and DSU Environment and Ethics Officer and communicate regularly with the Greenspace Co-ordinator.

C-3.7 LGBT+ Gender Identity Rep

C-3.7.1. The Lesbian, Gay, Bisexual, Transgender, Plus (LGBT+) Gender Identity Rep shall:

- C-3.7.1.1. Provide information and awareness of issues for trans, non-binary, and students questioning their gender identity within College.
- C-3.7.1.2. Be a point of contact for anyone with questions or concerns about issues for minority gender identities.
- C-3.7.1.3. Serve as a link to the DSU Trans Association and the DSU LGBT+ Association.
- C-3.7.1.4. Be a member of the College welfare team and assist in welfare campaigns when required.
- C-3.7.1.5. Be present during freshers' week as a representative of welfare committee.
- C-3.7.1.6. Be entitled to an automatic interview to become a full member of the frep team.

C-3.7.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year

C-3.8 LGBT+ Orientation Rep

C-3.8.1. The Lesbian, Gay, Bisexual, Transgender, Plus (LGBT+) Orientation Rep shall:

- C-3.8.1.1. Provide information and awareness of minority sexual orientation issues within College.
- C-3.8.1.2. Be a point of contact for anyone with questions or concerns about issues for minority sexual orientations.
- C-3.8.1.3. Serve as a link to the DSU LGBT+ Association.
- C-3.8.1.4. Be a member of the College welfare team and assist in welfare campaigns when required.
- C-3.8.1.5. Be present during freshers' week as a representative of welfare committee.
- C-3.8.1.6. Be entitled to an automatic interview to become a full member of the frep team.

C-3.8.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year

C-3.9 Students with Disabilities Rep

C-3.9.1. The Students with Disabilities Rep shall:

- C-3.9.1.1. Be a point of signposting for students with any queries or fears regarding disabilities and relay information back to the appropriate people.
- C-3.9.1.2. Provide links between students and DUSSD (Durham University Services for Students with Disabilities).

C-3.9.1.3. Help with Welfare awareness weeks.

C-3.9.1.4. Sit on Welfare Committee.

C-3.9.1.5. Be present during freshers' week as a representative of welfare committee.

C-3.9.1.6. Be entitled to an automatic interview to become a full member of the frep team.

C-3.9.1.7. Liaise with the Students with Disabilities Rep Neurodiversity Lead on carrying out their respective roles.

C-3.9.1.8. Assume the responsibilities of Students with Disabilities Rep (Equality and Diversity) should the role be left un-filled (until such time as somebody is elected).

C-3.9.1.9. Be elected in the 3rd election of the Epiphany term.

C-3.9.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year.

C-3.10 Volunteering Committee Chair

C-3.10.1. The Volunteering Committee Chair shall:

C-3.10.1.1. Run Volunteering Committee and attend every meeting.

C-3.10.1.1.1. Oversee the existing two projects by liaising with their leaders

C-3.10.1.1.2. Develop new projects within college

C-3.10.1.1.3. Work closely with the Vice President and College Chaplain

C-3.10.1.2. Run a volunteering week once a year to encourage volunteering in College.

C-3.10.1.3. Be responsible for trying to get students to volunteer and ensuring they have all provisions they need to volunteer, including DBS forms.

C-3.10.1.4. Meet with College Chaplain once a week as often as appropriate, minimum twice a term

C-3.10.1.5. Act as an outreach officer by liaising with SCA, Age UK, and RT Projects

C-3.10.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year .

C-3.11 Photography Director

C-3.11.1. The Photography Director shall:

C-3.11.1.1. Organise and Chair Photography Committee (see C-4.24).

C-3.11.1.2. Maintain a list of active members and actively recruit members to maintain a legitimate committee.

C-3.11.1.3. Regularly promote photography opportunities to the Committee's members.

C-3.11.1.4. Liaise with the Publicity Officer to assist with the creation of promotional materials and the coverage of events.

C-3.11.1.5. Organise tutorial sessions for beginners to encourage new membership and oversee the smooth running of the committee.

C-3.12 Head Livers-Out Rep

C-3.12.1. The Head Livers-Out Rep shall:

C-3.12.1.1. Attend the DSU Livers' Out Committee.

C-3.12.1.2. Manage the Livers Out Committee (Livers Out Committee).

C-3.12.1.3. Interview and select Livers Out Reps before the summer break. Manage Reps throughout the year, ensuring they are fulfilling their roles and that they are being treated fairly by their areas.

C-3.12.1.4. Actively encourage students living out to inform the College and the JCR of their term-time address.

C-3.12.1.5. Inform all students whose term-time address has been recorded, by post, who their Rep is prior to the start of Michaelmas Term.

C-3.12.1.6. Prepare information and supplies for the Livers Out packs and distribute these through the Reps.

C-3.12.1.7. Receive and distribute selected advertising material, welfare information and other items as appropriate with enough time for Reps to realistically visit all their houses. Organise this in such a way as to coincide with the Reps' thrice termly visits.

C-3.12.1.8. Work with Welfare Officers and the Publicity Officer to promote the DSU house hunting presentation at College.

C-3.12.1.9. Work with Welfare to Organise and run a College-level 'find a housemate' campaign and involve students in the DSU 'find a housemate' campaign.

C-3.12.1.10. Assist or advise livers out with any matters which arise from living out including landlord issues, financial difficulties or issues with contracts and deposits.

C-3.12.1.11. Work with Soc Comm to organise and implement any livers out social events, in particular the Livers Out Formal.

C-3.12.1.12. Arrange and organise transport for events with a high number of livers out attending.

C-3.12.1.13. Act as an advisor to members of the JCR on matters of house hunting and living out.

C-3.12.1.14. Work with Livers In Proctors to ensure all students have accommodation arranged for their next year.

C-3.12 Stash Coordinator

C-3.13.1. The Stash Coordinator shall:

C-3.13.1.1. Organise normal College stash once termly

C-3.13.1.2. Arrange the following additional stash orders:

C-3.13.1.2.1. Graduate stash

C-3.13.1.2.2. Exec Stash

C-3.13.1.2.3. Frep and Proctor Tops

C-3.13.1.2.4. Fresher's Week Stash

C-3.13.1.2.5. Butler Day T-shirts

C-3.13.1.2.6. Open Day Rep T-shirts

C-3.13.1.2.7. Tech Comm Stash

C-3.13.1.3. Advise captains, presidents, and chairs how to organise stash for their respective groups.

C-3.14 Mound Editor(s)

C-3.14.1. The Mound Editor(s), as an individual or a pair, shall:

C-3.14.1.1. Create and produce the Mound magazine, producing at least one issue during their incumbency, for release in Epiphany Term

C-3.14.1.2. Co-opt a wide variety of students to write articles for the magazine, leading to a balanced and well-rounded overview of College life.

C-3.14.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year

C-3.15 Quizmaster

C-3.15.1. The Quizmaster shall be responsible for:

C-3.15.1.1. The creation and running of the weekly Sunday night quiz in Butler Bar.

C-3.15.2. The Assistant Quizmaster shall help the Quizmaster to fulfil their role and run the quiz if they are unable to.

C-3.16 Assistant Quizmaster

C-3.16.1. The Assistant Quizmaster shall:

C-3.16.1.1. Liaise with the Quizmaster, and help run each quiz night.

C-3.17 Music Committee Chair(s)

C-3.17.1. The Music Committee Chair(s), as an individual or a pair, shall:

C-3.17.1.1. Be responsible for the organisation and financial management of live music events at the college, specifically, but not limited to, Open Mic Nights and Butler Live.

C-3.17.1.2. Organise and Chair Music Committee, consisting of the Technical Directors, a representative from all music societies, Live Music Coordinator, Music Publicity Coordinator, Music Committee Assistant Chair, and Music Outreach Officer and any members of the JCR who wish to join.

C-3.17.1.3. Look to discover and promote wider music events beyond the college, be it those at other colleges, those held in independent institutions, or even large events outside Durham, for all those interested. In some cases, this responsibility will extend to organising trips and encouraging attendance.

C-3.17.1.4. Liaise closely with existing music-based societies who may have special knowledge of events and bands from their own experience.

C-3.17.1.5. The role of Music Committee Chair is open to a single or pair.

C-3.18 Gym Rep

C-3.18.1. The Gym Rep shall be responsible for:

C-3.18.1.1. The general upkeep of the gym.

C-3.18.1.2. Giving inductions to new gym members.

C-3.18.1.3. Repairing broken equipment.

C-3.18.1.4. Sitting on the Butler/Ustinov Gym Committee.

C-3.18.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year

C-3.19 Mole Master

C-3.19.1. The Mole Master shall:

C-3.19.1.1. Ensure the Mole suit is made available for use at College events throughout the year.

C-3.19.1.2. Co-ordinate students to wear the suit for a specified amount of time.

C-3.19.1.3. Be responsible for the maintenance and upkeep of the suit and ensure it is kept safely and does not get damaged.

C-3.20 Careers Rep

C-3.20.1. The Careers Rep shall:

C-3.20.1.1. Keep Butler students informed about job or internship opportunities.

C-3.20.1.2. Liaise with the Durham University Careers Office and promote their various schemes and activities throughout the year.

C-3.21 Tour Reps

C-3.21.1. There shall be two tour reps that shall:

C-3.21.1.1. Make themselves available to provide tours of College buildings to prospective students throughout the year.

C-3.22 Year Out Rep(s)

C-3.22.1. The Year Out Rep(s), as an individual or a pair, shall:

C-3.22.1.1. Maintain links with students on their year abroad.

C-3.22.1.2. Inform students on a year abroad about college activities so they find integrating back into college life easier when they return.

C-3.22.1.3. Update the year abroad board with information from students on where they are and what they are doing on their year abroad.

C-3.22.1.4. Help co-ordinate a year abroad event linking students who have been on their year abroad with those looking to go on year abroad so they can help and pass on vital information.

C-3.22.1.5. Sit on Welfare Committee.

C-3.22.1.6. Maintain links with students on year industry placements.

C-3.23 Yearbook Editor

C-3.23.1. The Yearbook Editor shall:

C-3.23.1.1. Design, create and produce the College yearbook.

C-3.23.1.2. Endeavour to get value for money but also a quality product that students will purchase.

C-3.23.1.3. Co-opt students from across the College to contribute to the yearbook through articles, reviews, and photos.

C-3.23.1.4. Liaise with the Publicity Officer.

C-3.23.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year

C-3.24 Winter Ball Chairs

C-3.24.1. The Winter Ball Chairs, as a pair, shall:

C-3.24.1.1. Be responsible for the organisation and financial management of the Winter Ball.

C-3.24.1.2. Endeavour to provide a suitable range of activities and events which reflects the interests of all members of the college community.

C-3.24.1.3. Organise and Chair a special Winter Ball Committee which will aid the Chairs in the carrying out of their role and provide legitimacy for their proposals and actions.

C-3.24.1.4. Before nominating themselves, candidates must meet with the Operations Team, JCR President, and SCDO to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

C-3.24.2. The term of this role will start at the start of the academic year, 1st September, and end on the same date of the following year

C-3.25 Spring Gala Chair(s)

C-3.25.1. The Spring Gala Chair(s), as an individual or a pair, shall:

C-3.25.1.1. Create and organise the annual Spring Gala, raising money for charity in the process.

C-3.25.1.2. Chair the Spring Gala Committee, ensuring that everyone's views are heard and that the Show represents the interests of the JCR.

- C-3.25.1.3. Work with the JCR Treasurer to make sure funds are spent correctly and are approved by finance committee.
- C-3.25.1.4. Contact companies to seek sponsorship. Create sponsorship packages to do this.
- C-3.25.1.5. Promote the event both online and on a college/university level, involving meetings with pub comm.
- C-3.25.1.6. Before nominating themselves, candidates must meet with the Operations Team, JCR President, and FACSO to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

C-3.26 Butler Talks Chair(s):

C-3.26.1. The Butler Talks Chair(s), as an individual or a pair, shall:

- C-3.26.1.1. Create and organise the annual Butler Talks event, which will suitably reflect the interests of the JCR, providing a platform for sharing ideas and giving voice to different topics and perspectives.
- C-3.26.1.2. Chair the Butler Talks Committee, ensuring that everyone's views are heard and that the event represents the interests of the JCR.
- C-3.26.1.3. Work with the JCR Treasurer to make sure any funds are spent correctly and are approved by the finance committee
- C-3.26.1.4. Promote the event to attract speakers and then select applicants appropriately with the interests of the JCR in mind.
- C-3.26.1.5 Promote the event both online and on a college/ university level, liaising with the Publicity Officer.

C-3.27 Butler Day Chairs

C-3.27.1. The Butler Day Chairs, as a pair, shall:

- C-3.27.1.1. Be responsible for the organisation and financial management of Butler Day.
- C-3.27.1.2. Endeavour to provide a suitable range of activities and events which reflects the interests of all members of the college community, importantly recognising the specific needs of the JCR, MCR, SCR, and indeed the alumni community, yet meeting them in a manner which promotes integration and lives up to the spirit of the college.
- C-3.27.1.3. Organise and Chair a special Butler Day Committee which will aid the Chairs in the carrying out of their role and provide legitimacy for their proposals and actions.
- C-3.27.1.4. Before nominating themselves, candidates must meet with the Operations Team, JCR President, and SCDO to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

C-3.28 Summer Ball Chairs

C-3.28.1. The Summer Ball Chairs, as a pair, shall:

- C-3.28.1.1. Be responsible for the organisation and financial management of the Summer Ball.

- C-3.28.1.2. Endeavour to provide a suitable range of activities and events which reflects the interests of all members of the college community.
- C-3.28.1.3. Organise and Chair a special Summer Ball Committee which will aid the Chairs in the carrying out of their role and provide legitimacy for their proposals and actions.
- C-3.28.1.4. Before nominating themselves, candidates must meet with the Operations Team, JCR President, and SCDO to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

C-3.29 Freshers' Week Head Reps

C-3.29.1. The Head Freshers' Week Reps ('Freps'), as a pair, shall:

- C-3.29.1.1. Be responsible for the organisation and financial management of Freshers' Week.
- C-3.29.1.2. Endeavour to provide a suitable range of activities and events which reflects the interests of all new students joining the college community, working closely alongside the Chilled Freps.
- C-3.29.1.3. Ensure that all new students are made fully aware of the vast array of opportunities that are open to them for JCR involvement, with particular reference to the wide range of sports, societies and committees on offer.
- C-3.29.1.4. Liaise with college staff to ensure that academic and wider scholarly opportunities are publicised alongside those of the JCR, advancing the principles and spirit of the college as far as possible.
- C-3.29.1.5. Produce a detailed introductory handbook and make initial contact with all joining students prior to their arrival in Durham.
- C-3.29.1.6. Organise and chair a Freshers' Week Committee, consisting of the Frep Team chosen by the Head Reps, the JCR President and the College, as well as members of the Executive Committee and the Liver-in Proctors. The Head Reps should encourage the involvement of this committee in the decision-making process as far as possible, and should be in consultation with it from the earliest stages of organisation in the summer break.
- C-3.29.1.7. Work closely with the International Officer to ensure a smooth transition between International Week and Freshers' Week, recognising the importance of integration between all students, irrespective of when they arrived at the college.
- C-3.29.1.8. Work closely with the JCR President, Treasurer and Chair.

C-3.30 Freshers' Week Chilled Rep(s)

C-3.30.1. The Freshers' Week Chilled Rep(s), as an individual or a pair, shall:

- C-3.30.1.1. Work closely with the Head Freps to ensure that the college's induction week caters for all new students joining the college.

C-3.31 Head Open Day Rep(s)

C-3.31.1. The Head Open Day Rep(s), as an individual or a pair, shall:

C-3.31.1.1. Be responsible for the organisation and financial management of the Open Day.

C-3.31.1.2. Endeavour to provide a suitable range of activities and events which reflects the interests for visiting potential students and parents.

C-3.31.1.3. Ensure activities engage visitors whilst making them feel comfortable within the College Environment. College Values and Spirit should be espoused.

C-3.31.1.4. Work closely with the JCR President and Treasurer.

C-3.31.1.5 Organize and take control of the later July open days that occur after graduation.

C-4. JCR Committees

C-4.1 Arts Committee

C-4.1.1. Arts Committee consists of an Arts Chair who is elected at a JCR Meeting and other interested members.

C-4.1.2. Arts Committee will be in charge of organising an Arts Week once a year for College.

C-4.1.3. Arts Committee is responsible for promoting the arts and organising arts-related activities around College.

C-4.2 Ball Committee

C-4.2.1. Ball Committee is responsible for the organisation and financial management of the Winter Ball and Summer Ball. They will endeavour to provide a suitable event which reflects the interests of the entire College.

C-4.2.2. There shall be a separate Ball Committee for both the Winter and Summer Ball.

C-4.2.3. Ball Committee consists of the Ball Chair(s), Ball Committee Representatives who have volunteered to be involved and the JCR President.

C-4.2.4. A Ball Chair is elected before each ball at a JCR meeting to serve for that event.

C-4.3 Butler Day Committee

C-4.3.1. Butler Day Committee is responsible for the organisation and financial management of Butler Day. Butler Day is the official 'College Day' where all common rooms are invited to celebrate the culmination of the academic year. This will take place within the last three weeks of Easter Term.

C-4.3.2. Butler Day Committee consists of the Butler Day Chair, the Social Chair, Butler Day Committee Representatives who have volunteered to be involved and the JCR President

C-4.3.3. A Butler Day Chair is elected at a JCR meeting to serve for that event.

C-4.4 Butler Talks Committee

- C-4.4.1. Butler Talks Committee, chaired by the Butler Talks Chair(s), is responsible for organising and ensuring the smooth running of a Butler Talks events which will suitably reflect the interests of the JCR, providing a platform for sharing ideas and giving voice to different topics and perspectives.
- C-4.4.2. The committee will promote the event to find suitable entertainment and select appropriate speakers for the event, including but not limited to JCR members as well as members of the wider community when suitable.
- C-4.4.3. The committee will work with members of the JCR as well as faculty members of Josephine Butler College in order to ensure the smooth running of the event.
- C-4.4.3. The committee can consist of as many members as are interested, with the Butler Talks Chair(s) responsible for advertising the committee to JCR members. The Vice President will also act in an advisory capacity to the committee.

C-4.5 Charity Committee

- C-4.5.1. There shall be a Charity Committee consisting of the following members.
 - C-4.5.1.1. The Charity Comm Chair who shall chair the Committee as well as attend central DUCK committee meetings and training
 - C-4.5.1.2. Assistant Charity Co-ordinator elected at a Charity Committee Meeting as an internal, who shall provide support for the Charity Co-ordinator(s) and deputise in their absence. The Assistant Charity Co-ordinator(s) shall also be responsible for organising rag raids in conjunction with central DUCK and promoting all charity related events and projects both within the college and the wider community in connection with Publicity Committee and the Vice President.
 - C-4.5.1.3. The Vice President, responsible for minuting the meeting, or delegating the task where appropriate.
- C-4.5.2. The Charity Committee shall have the following duties:
 - C-4.5.2.1. To be responsible for organising and implementing all charity fund-raising events in College including College events during DUCK week/Charities Week.
 - C-4.5.2.2. To be responsible for the promotion of events organised by DUCK, as well as local and national charity events, and encouraging members of the JCR to participate in them.
 - C-4.5.2.3. To assist individuals from the JCR wishing to host fundraising or charity events.
 - C-4.5.2.4. To allow the elected Charity Coordinators and the Charity Committee to choose which charities are supported in college and decide how the money raised is allocated to these charities

C-4.5.3. There shall be one Assistant Charities Coordinator who will aid the Charities Coordinator(s) in the carrying out of their roles and responsibilities, will be elected within the Charity committee as an internal role and shall:

C-4.5.3.1. Assist the Charities Coordinators in the undertaking of their role.

C-4.5.3.2. Assist with the planning, organisation and setting up of charity events.

C-4.5.3.3. Attend all meetings of Charities Committee.

C-4.5.3.4. Encourage the involvement of all college members in special charity events.

C-4.5.4. The Charity Committee Treasurer will aid the Charities Coordinator(s) and Assistant Charities Coordinator in the carrying out of their roles and responsibilities, acting as an assistant with a focus on the financial aspects of the committee. They will be elected within Charity Committee as an internal role and shall:

C-4.5.3.1 Assist the Charities Coordinators in the undertaking of their role

C-4.5.3.2 Always ensure the safe storage of cash fundraised by the committee

C-4.5.3.3 Attend all meetings of Charities Committee

C-4.5.3.4 Maintain financial records for the committee

C-4.6 Democracy Committee

C-4.6.1. Membership of the Democracy Committee consists of the JCR Chair and three vice-chairs.

C-4.6.2. Democracy Committee shall meet at least weekly for the purposes of checking all minutes taken by vice-chairs since the last meeting of Democracy Committee.

C-4.6.3. All members of Democracy Committee cannot vote in any decision in which they are acting in their capacity as Chair or Vice-chair.

C-4.6.4. The only exception is the case of a tie (excluding Executive Committee elections, see OS 5.3.2), in which the Chair will cast the deciding vote.

C-4.7 DSU Committee

C-4.7.1. DSU Committee shall be attended by the JCR President, JCR Vice-President, DSU Rep, and Assistant DSU Rep, along with any interested JCR or MCR members.

C-4.7.2. The Committee shall discuss DSU and NUS matters and provide support to the DSU Rep to help them fulfil their role as outlined in C-2.1.

C-4.7.3. The Committee shall be held before every SU Assembly, following the release of the Assembly papers.

C-4.7.4. The Assistant DSU Rep shall be elected within DSU Committee as in internal role and shall:

C-4.7.4.1. Attend Assembly with the DSU Rep and provide advice and assistance where needed.

C-4.7.4.2. Help promote campaigns in college.

C-4.7.4.3. Deputise the DSU Rep when they are unable to perform their role.

C-4.7.4.4. Attend DSU Comm.

C-4.7.5. Election of Assistant DSU Rep:

C-4.7.5.1. If the current DSU Rep is an undergraduate, there shall be one Assistant DSU Rep who is a postgraduate and one that is an undergraduate.

C-4.7.5.2. If the current DSU Rep is a postgraduate, there shall be two Assistant DSU Reps who are undergraduates and none that are postgraduate.

C-4.8 Equality and Diversity Committee

C-4.8.1. The Equality and Diversity Committee shall:

C-4.8.1.1. Conduct a vote of committee members to determine who should perform the roles of chair, and secretary. This election is held at the first meeting of each academic year. However, the chair of the committee reserves the right to call an election at any other point.

C-4.8.1.2. Will be composed of a minimum of the Welfare Officer, JCR President, SCDO, JCR Chair, International Officer, Students with Disabilities Rep, LGBT+ Gender Identity Rep, LGBT+ Orientation Rep, MCR Welfare Officer, MCR International Rep. Any other member of the JCR may also be a member. All members, except the JCR Chair, will have a vote within the committee.

C-4.8.2. The committee will:

C-4.8.2.1. Take action to promote, and address, any issues or proposals that relate to equality or diversity, within the college community.

C-4.8.2.2. Meet at least once per term, to discuss specific proposals, which are submitted to the committee's chair and secretary prior to the meeting.

C-4.9 Fashion Show Committee

C-4.9.1. Fashion Show Committee, chaired by the Fashion Show Chair(s), is/are responsible for organising and ensuring the smooth running of a Fashion Show which will suitably reflect the interests of the JCR.

C-4.9.2. The committee can consist of as many members as are interested, with the Social Chair responsible for advertising the committee to JCR members. The Social Chair will also act in an advisory capacity to the committee.

C-4.10 Finance Committee

C-4.10.1. The role of Finance Committee is to ensure the JCR account is monitored suitably, ensure fair allocation of budgets to clubs, societies, committees and any other JCR members who have access to funds within the JCR account (these groups shall hence forth be referred to 'budget holders') and ensure any use of JCR money is appropriate.

- C-4.10.2. The voting membership consists of the Treasurer, President, Sports Officer, Societies Officer, Social Chair, MCR Treasurer, JCR Vice President, and FACSO as elected at a JCR meeting.
- C-4.10.3. Decisions will be made by a straight majority and in the event of a tie the Chair shall cast the deciding vote.
- C-4.10.4. The minutes shall be done by a Vice Chair and chaired by the JCR Chair.
- C-4.10.5. (Current/Potential) Budget holders can apply to Finance Committee for funding. Applications must state their current financial position, the reason for the application and amount, other sources of income and a breakdown of projected expenditure for the year in which funding is being applied for.
- C-4.10.6. (Current/Potential) Budget holders that submit funding applications are then able to attend the relevant Finance Committee meeting to support their application and answer any questions relating to it.
- C-4.10.7. Finance Committee can request a thorough breakdown of all expenditures and incomes (excluding any money acquired through fundraising; see C-4.10.9) of budget holders that receive funding before it can be put to use. This is in order to maintain transparency, fair play and ensure appropriate use of JCR funds. This request cannot be refused without good cause.
- C-4.10.8. It is beyond the mandate of finance comm. to force a budget holder to spend their money in a particular way. However, finance comm. may deem planned expenditure of a budget holder as inappropriate use of JCR funds and insist on the budget holder returning with an alternative. It must be clearly stated in the minutes why this decision was made.
- C-4.10.9. Any money acquired through fundraising specifically for an asset for the budget holder (and by extension the JCR) must be used to purchase such an asset. It is beyond the mandate for finance comm. to suggest otherwise, although, finance comm. may choose to turn down such money if its source would damage the image of the JCR. Finance comm. should be informed of fundraising taking place to uphold transparency. (Note: membership income in the case of clubs and societies cannot be considered fundraised money).
- C-4.10.10. The committee may ask a relevant treasurer/responsible officer to explain any anomalies within the accounts. In the case of malpractice, a Question of Officer (and if desired a Vote of No Confidence) may be submitted.
- C-4.10.11. All decisions of finance comm. are subject to usual appeals process through a further finance comm. meeting, executive committee or a JCR meeting.

C-4.11 Freshers' Week Committee

- C-4.11.1. There shall be a Freshers' Week Committee consisting of the Head Frep(s) (who shall chair the committee), the Freps (who shall be appointed during Easter Term), the President, the President-elect, the International Officer and the Chilled Frep.
- C-4.11.2. The function of the Freshers' Week Committee shall be to assist the Head Frep(s) in the organisation and smooth running of Freshers' Week.
- C-4.11.3. Freshers Week is a week of events and activities designed to introduce Freshers to Josephine Butler College, Durham University and Durham City. Activities must reflect the diverging interests

of potential Freshers so that all feel comfortable and encouraged to take part in the opportunities presented to them. The week must also espouse a sense of 'Butler Sprit' amongst Freshers.

C-4.11.4. The Committee shall meet during the Easter term to co-ordinate Freshers Week. They shall also meet immediately prior to the start of Freshers' Week to make final arrangements.

C-4.11.5. During the summer vacation, the Head Frep(s) and JCR President shall be in regular contact and be able to make decisions on behalf of the Committee, although the JCR Treasurer may be consulted on financial matters.

C-4.12 Green Committee

C-4.12.1. Green Committee consists of the Vice President, Green Committee Rep, and as many members as are interested. Meetings will be chaired by the Green Committee Rep and the Vice President shall take minutes.

C-4.12.2. Green Committee shall work to:

C-4.12.2.1. Lead the JCR environmental effort, and to help the College in the realisation of its objective of being a green College. This can be achieved by:

C-4.12.2.1.1. Increasing awareness of environmental issues within the JCR through regular campaigns, events and other communication methods.

C-4.12.2.1.2. Promoting positive environmental behavioural change amongst the College community.

C-4.12.2.1.3. Facilitate Greenspace events which are appropriate to Butler College.

C-4.12.3. Duties of Green Committee members include devising, implementing, managing and appraising green initiatives on a College, and potentially University level; and working with the Operational Facilities Manager to help implement green policies and practices within the College.

C-4.12.4. The Assistant Green Committee Rep(s), as an individual or a pair, shall be elected within a Green Committee Meeting as an internal role and shall:

C-4.12.4.1. Assist the Green Rep in the undertaking of their role.

C-4.12.4.2. Attend all meetings of Green Committee.

C-4.12.4.3. Encourage the involvement of all College members in green events.

C-4.13 Gym Committee

C-4.13.1. Howlands Farm Gym Committee consists of the President, Sports Officer and one Gym Rep elected at a JCR General Meeting; and the President, Treasurer, Secretary and two Gym Reps appointed by the JCR from Stephenson College.

C-4.13.2. Butler's Sports Officer is the de facto Facilities Manager for the Gym.

C-4.13.3. Duties should include;

C-4.13.3.1. Ensuring the effective, fair and safe day to day management and administration of the gym

- C-4.13.3.2. Working alongside the Operational Facilities Manager of Josephine Butler College in exercising these duties;
- C-4.13.3.3. Helping to advertise the gym to new members;
- C-4.13.3.4. Ensure the smooth recruitment of new members including registration of new members' details, the collection of new members' fees and the appropriate induction of new members;
- C-4.13.3.5. Ensure that proper accounts are kept;
- C-4.13.3.6. Act as treasurers in the allocation and administration of gym funds;
- C-4.13.3.7. Act as a disciplinary committee in the event of acts of transgression against the gym Code of Conduct.

C-4.13.4. The Committee shall adhere to the Howlands Farm Gym Management Policy.

C-4.14 International Committee

C-4.14.1. International Committee consists of the International Officer and as many members as are interested.

C-4.14.2. International Committee shall work to:

- C-4.14.2.1. Project internationalisation positively throughout college life by organising a wide range of cultural activities.
- C-4.14.2.2. Strive for internationalisation of college, involving both home and international students in projects that aim to celebrate and expose cultural diversity.
- C-4.14.2.3. Help international students get as involved as possible in college life, working alongside existing committees, sports and societies.
- C-4.14.2.4. Recognise some specific needs of international students, and help to support them wherever possible. Shall seek to provide practical support throughout their time at Durham acting as a point of contact for any questions or concerns.
- C-4.14.2.5. Support Erasmus students with their specific needs and requirements, taking into account the fact that they arrive at different points and stay for varying lengths of time.

C-4.14.3. There shall be two Assistant International Officers elected within the committee as internal roles, who shall:

- C-4.14.3.1. Assist the International Officer in the undertaking of their role.
- C-4.14.3.2. Promote diversity in college and seek to encourage International engagement.
- C-4.14.3.3. Support the International Officer in creating/organising events such as International Festival.
- C-4.14.3.4. Be present during freshers' week as a representative of international committee.
- C-4.14.3.5. Be entitled to an automatic interview to become a full member of the frep team.

C-4.15 Livers In Proctor Committee

- C-4.15.1. Appointment to the Committee is achieved through an interview and is selected by the JCR President in conjunction with the Welfare Officer.
- C-4.15.2. Livers In Proctors are responsible for:
 - C-4.15.2.1. Providing two-way feedback to the JCR President.
 - C-4.15.2.2. Attending weekly Proctor meetings.
 - C-4.15.2.3. Acting as a point of contact for all Livers In.
 - C-4.15.2.4. Signposting students to the appropriate welfare provisions where necessary.
 - C-4.15.2.5. Distributing publicity material.
 - C-4.15.2.6. Encourage participation in College events.

C-4.16 Livers Out Committee

- C-4.16.1. Livers Out Committee is responsible for ensuring that the JCR members that live outside of college accommodation are kept involved as much as possible within the college community. It is also their responsibility to ensure the welfare provision of livers out is of a high standard and any issues arising are dealt with quickly and efficiently.
- C-4.16.2. Membership of the Livers Out Committee consists of the Head Livers Out Rep, the Welfare Officer, and the Livers Out Reps. The JCR President will be invited (at the discretion of the Head Livers Out Rep) if it is deemed appropriate.
- C-4.16.3. Livers Out Reps are appointed through an interview panel, on which the JCR President and Head Livers Out Rep shall preside.
- C-4.16.4. Each Livers Out Rep is responsible for a group of houses containing Butler students and shall act as an impartial link between the house, college and the JCR.
- C-4.16.5. Each Livers Out Rep is required to have contact with each of their areas a minimum of three times a term where possible. It is the duty of the Head Livers out Rep to ensure this is being fulfilled.
- C-4.16.6. One member of the committee (not the Welfare Officer) is required to attend the fortnightly Livers In Proctor meetings and to act as an intermediary between the two.
- C-4.16.7. The committee is responsible for organising and running the find a house campaign. It is the duty of the Head Livers Out Rep to ensure support and advice is given all year through not just over the house hunting period. The committee is also responsible for assisting the Head Livers Out Rep in his role as required: this may include attending Livers In Proctor meetings and attending DSU Livers Out meetings.

C-4.17 Mound Committee

- C-4.17.1. Mound Committee consists of a Mound Editor who is elected by the JCR at a General Meeting and as many members as are interested.
- C-4.17.2. Mound Committee is to produce Mound magazine.

- C-4.17.3. Mound exists to provide a well-rounded overview of college life which is accessible to all of its members. The format should be inviting and readable.
- C-4.17.4. It shall be free of charge to members of college. If printing costs are deemed too much by Finance Committee, then sponsorship and advertisement should be sought.
- C-4.17.5. Duties of members include contributing and editing content; and assisting with the printing and distribution of the magazine. Specific editorial positions will be assigned to individual members to help the editorial process.
- C-4.17.5. As an individual or a pair, the deputy mound editor(s) shall be elected within the mound committee as an internal role and shall:
 - C-4.17.5.1 Support the Mound Editor in encouraging a wide variety of students to write articles for the magazine.
 - C-4.17.5.2 Support the Mound Editor in promoting readership of Mound Magazine.
 - C-4.17.5.3 There shall be up to two deputy mound editors, as one individual, or a pair

C-4.18 Music Committee

- C-4.18.1. Music Committee must be attended by the Music Committee Chair(s), a representative from all music societies and the Technical Directors. It is also open to any JCR member.
- C-4.18.2. The committee will assist the Music Committee Chair(s) in the undertaking of their role, specifically in the organisation, setting up and management of live music events in the college.
- C-4.18.3. The Committee will also look to discover and promote wider external music events, be it those at other colleges, those held in independent institutions, or even large events outside Durham, for all those interested. In some cases, this responsibility will extend to organising trips and encouraging attendance.
- C-4.18.4. Elected roles within the committee are Live Music Coordinator, Music Publicity Coordinator, Music Committee Assistant Chair, and Music Outreach Officer. If these positions are not filled the Music Committee Chair(s) must perform these roles themselves.
 - C-4.18.4.1. Live Music Coordinator shall:
 - C-4.18.4.1.1. Be responsible for the organisation and financial management of live music events at the college, specifically, but not limited to, Open Mic Nights and Butler Live.
 - C-4.18.4.1.2. Organise and Chair Live Music Committee, consisting of the Technical Directors and any members of the JCR who wish to join.
 - C-4.18.4.1.3. Look to discover and promote wider music events beyond the college, be it those at other colleges, those held in independent institutions, or even large events outside Durham, for all those interested. In some cases, this responsibility will extend to organising trips and encouraging attendance.
 - C-4.18.4.1.4. Liaise closely with existing music-based societies who may have special knowledge of events and bands from their own experience.
 - C-4.18.4.2. Music Publicity Coordinator shall:

C-4.18.4.2.1. Promote all music events at Butler via social media and making posters and circulating them.

C-4.18.4.3. Music Committee Assistant Chair shall:

C-4.18.4.3.1. Minute all Music Committee meetings.

C-4.18.4.3.2. Assist the Music Committee Chair(s) in their role.

C-4.18.4.4. Music Outreach Officer shall:

C-4.18.4.4.1. Find performance opportunities for groups and individuals within the JCR outside of Butler.

C-4.18.4.4.2. Coordinate volunteering opportunities for musicians and music groups within the JCR.

C-4.19 Photography Committee

C-4.19.1. Photography Committee consists of the Photography Director, who will chair the meetings, the Publicity Officer, and as many members as are interested.

C-4.19.2. Photography Committee is to work alongside Publicity Committee: to publicise JCR events, assisting in the creation of promotional content and the coverage of events; to provide a forum for discussion between photographers; to actively encourage the engagement of new members.

C-4.19.3. The Photography Director is responsible for organising tutorial sessions for beginners to encourage new membership and oversee the smooth running of the committee.

C-4.20 Publicity Committee

C-4.20.1. Publicity Committee consists of the Publicity Officer, who will chair the meetings, and as many members as are interested.

C-4.20.2. The aim of publicity committee is to assist JCR committees, societies and clubs to publicise events, activities and other such matters.

C-4.20.3. Duties of Publicity Committee should include designing relevant publicity items to meet the specified aims and objectives of the requester; and to maintain a workable and manageable publicity liaison system in which a clear policy exists that allows for easy requests/ response to be made to/ from the committee.

C-4.20.4. The Publicity Officer is responsible for organising tutorial sessions for beginners to encourage new membership and to oversee the smooth running of the committee.

C-4.20.5. The Assistant Publicity Officer shall be elected internally in Publicity Committee as an internal role and shall:

C-4.20.5.1 Assist the Publicity Officer in the undertaking of their role.

C-4.20.5.2 Hold a strong knowledge of Adobe Photoshop and Illustrator packages.

C-4.20.5.3. Promote Publicity Committee within College, actively encouraging participation.

C-4.21 Social Committee

- C-4.21.1. Social Committee consists of the Social Chair and as many co-opted members as are interested.
- C-4.21.2. Social Committee shall discuss, assist and lead where necessary the organisation of JCR social events whilst also taking into account the financial implications. They shall also help promote the advertisement of these events.
- C-4.21.3. There shall be four Assistant Social Chairs who will aid the Social Chair in the carrying out of their roles and responsibilities. They will be elected internally by social committee as internal roles.
- C-4.21.4. The Assistant Social Chairs Shall:
 - C-4.21.4.1. Assist the Social Chair in the undertaking of their role.
 - C-4.21.4.2. Attend Social Committee.
 - C-4.21.4.3. Promote social events within college and actively encourage participation.
 - C-4.21.4.4. Support the Social Chair in creating/organising events such as formals, Newcastle Nights Out and other assorted JCR excursions.
 - C-4.21.4.5. Be present during freshers' week as a representative of social committee.
 - C-4.21.4.6. Be entitled to an automatic interview to become a full member of the frep team.

C-4.22 Sports Captain's Committee

- C-4.22.1. The purpose of the Captain's Committee is to ensure that all clubs are running properly and democratically; promote the benefits of college sport; to discuss any issues or problems either the captains or the sporting officers have; to keep the Captains up to date with DUAU (Team Durham); to keep good links between all of the teams; and ensure teams are constantly promoting the active engagement of new members.
- C-4.22.2. Captains Committee will meet at least once a term.
- C-4.22.3. The two Assistant Sports Officers shall be elected as an internal role in Sports Captain's Committee and will be responsible for supporting the Sports Officer throughout the year. This includes:
 - C-4.22.3. 1. Helping to develop sport within Butler
 - C-4.22.3. 2. Organising and promoting sporting events within College
 - C-4.22.3. 3. Encouraging the involvement of all College members in Butler sport.

C-4.23 Technical Committee

- C-4.23.1. Technical Committee consists of the Technical Director(s) (as elected at a JCR meeting) who will chair meetings, and co-opted members.
- C-4.23.2. Technical Committee is to liaise and assist any member of the JCR with technical requirements associated with JCR business.
- C-4.23.3. Technical Committee members must also attend any relevant training.

C-4.24 Volunteering Committee

- C-4.24.1. Volunteering Committee consists of the Vice President, who will chair the meetings, the Volunteer Rep, the respective Project Leaders, and as many members as are interested.
- C-4.24.2. The Committee should devise, implement and manage JCR projects, especially those related to the local community.
- C-4.24.3. Duties should include identifying suitable JCR projects; devising the relevant areas of the projects; ensuring the effective management of the scheme including the recruitment and supervision of appropriate volunteers; helping to promote and encourage awareness of JCR projects.
- C-4.24.4. The Intergenerational Project Leader shall be elected within the Volunteering Committee as an internal role and shall:
 - C-4.24.4.1 Run the Intergenerational Project with the help of the Volunteer Rep, Vice President, and College Chaplain
 - C-4.24.4.2 Attend every planning meeting and the bi-weekly events organised by Intergenerational Project
 - C-4.24.4.3 Be responsible for publicising all events and trying to get more people involved
- C-4.24.5. The RT Projects Leader shall be elected within Volunteering Committee as an internal role and shall:
 - C-4.24.5.1. Run the RT Project with the help of the Volunteer Rep, Vice President, and the College Chaplain
 - C-4.24.5.2. Attend every planning meeting and event organised by the RT Committee
 - C-4.24.5.3. Be responsible for publicising all events and trying to get more people involved.

C-4.25 Welfare Committee

- C-4.25.1. Welfare Committee must be attended by the Welfare Officers, Assistant Welfare Officers, and the JCR President when required. It is also open to any JCR member.

C-4.26 Societies Committee

- C-4.26.1. Societies Committee consists of the Societies Officer as the chair and the society presidents.
- C-4.26.2. The purpose of the Societies Committee is to ensure that all societies are running properly and democratically; promote the benefits of college engagement; to discuss any issues or problems the presidents have; to promote collaboration between societies.
- C-4.26.3. There shall be two Assistant Societies Officers elected within societies committee as internal roles, who shall:
 - C-4.26.3.1. Assist the Societies Officer in the undertaking of their role.
 - C-4.26.3.2. Promote societies within College, and actively encourage participation.
 - C-4.26.3.3. Support the Societies Officer in creating/organising events such as Butler Fair and Societies Showcase.
 - C-4.26.3.4. Be in charge of a Societies section of the Sports and Societies Week in the calendar.

C-4.26.3.5. Coordinate society creation up to ratification.

C-4.26.3.6. Help compile termly reports of going on in societies.

C-4.26.3.7. Help to run AGMs for any societies who need assistance.

C-4.27 JB's Committee

C-4.27.1. JB's Committee consists of the Bar Steward and Food Services Officer as Co-Chairs and all JB's staff as members.

C-4.27.2. The purpose of the JB's committee is to ensure that all staff members have a say in the workings of the bar and coffee shop; promote the bar and coffee shop; to discuss any issues or problems the staff have.

C-4.27.3. The Assistant Food Services Officer shall be elected within JB's Committee as an internal role and shall:

C-4.27.3.1. Assist the Food Services Officer in the undertaking of their role.

C-4.27.3.2. Be a point of contact for staff on shift who have any queries or concerns.

C-4.27.3.3. Help with the maintenance of the social media presence of JB's, via the Facebook, Instagram, and other social networks.

C-4.27.3.4. Undertake a minimum of 4 shifts per term working in accordance with the food staff job descriptions.

C-4.27.3.5. Support the JCR Food Services Officer with the organisation and promotion of bar events.

C-4.27.3.6. Offer ideas, suggestions and recommendations to the JCR Food Services Officer which will help to develop JB's.