



# GRIZEDALE COLLEGE JCR EXEC BYE LAW

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## 1. STATUS

- 1.1. Grizedale JCR Exec is a standing committee of Lancaster University Students' Union. Grizedale JCR Exec is the representative of Lancaster University Grizedale Students.

## 2. BYE-LAW

- 2.1. A review of this bye-law shall be conducted once a year by the Vice President Democracy & Finance and shall consider comments and additions from the entire JCR Exec and college members.
  - 2.1.1. Executive job descriptions will be reviewed each year alongside the Bye-Law.
- 2.2. These bye-laws may be freely changed subject to the change's submission as a motion to a Grizedale College General Meeting, and a simple majority voting in favour of the motion and shall become a bye-law of the Union's Memorandum and Articles of Association with the ratification of the Union Executive.
- 2.3. The VP Democracy & Finance have the responsibility of making decisions where there are conflicting interpretations of this bye-law. Thereafter, a meeting of the JCR Exec shall be convened at the earliest opportunity to discuss and ratify the decision. Any appeal against these decisions will be made to the Union's VP Union Development who has responsibility for JCR Execs.

## 3. COLLEGE MEMBERSHIP

- 3.1. All undergraduate students registered as members of the college shall automatically be members of Grizedale JCR, unless they have opted out of Lancaster University SU.
- 3.2. Members of Grizedale JCR have the right to vote and stand in JCR Exec elections.
- 3.3. Members of Grizedale JCR shall have the right to speak and vote at Grizedale General Meetings and Emergency General Meetings and to propose and second motions at both.
- 3.4. Members of Grizedale JCR have the right to be represented by the JCR Exec.
- 3.5. Any member of Grizedale JCR has the right to opt out of Grizedale. Any member who does so shall forfeit their rights as mentioned in 3.1. - 3.4.



- 3.6. Grizedale JCR may grant honorary membership to any person through the submission of a motion to that effect to a general meeting, which must then be passed by a simple majority. Honorary Members have the right to attend Grizedale JCR events, but not to vote, propose motions, stand in elections or take part in the democratic processes in any way.

#### **4. THE JCR EXECUTIVE**

- 4.1. The JCR Exec shall consist of the officers listed in 4.5.
- 4.2. Each executive position shall have a written job description, which lays down expectations and responsibilities, as listed in Appendix 1.
- 4.2.1. Appendices of this bye-law may be freely changed subject to a two-thirds majority of the JCR Executive.
- 4.3. The JCR Exec shall have the representation of its members' interests as its remit.
- 4.4. The JCR Exec shall be responsible for organising events and activities of the college;

#### **4.5. JCR Exec roles**

- 4.5.1. President
- 4.5.2. Vice President Democracy & Finance
- 4.5.3. Vice President Socials & Events
- 4.5.4. Vice President Welfare & Education
- 4.5.5. The Two Social and Events Officers
- 4.5.6. Welfare Officers (two spaces, one Women's+<sup>1</sup> Welfare and one Men's+ Welfare)
- 4.5.7. Sports Officers (two spaces, one Women's+ Sports and one Men's+ Sports)
- 4.5.8. Media & Communications Officers (two spaces)
- 4.5.9. The Community Inclusion Officer (Reserved for a self-defining liberation student)
- 4.5.10. A Media & Tech Officer

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<sup>1</sup> The + encompasses any person who is questioning or identifies with other gender identities than man or woman.



## **5. JCR EXEC STANDING MANDATES**

- 5.1. All JCR Exec members shall abide by the equal opportunities policies of the Union and the University.
- 5.2. Shall attend or with at least 24 hours' notice submit written apologies to the VP Democracy & Finance for, all Grizedale College General Meetings, JCR Exec Meetings and SU General Meetings.
- 5.3. They shall give written apologies to both the VP Democracy & Finance and the Sports Officers for Carter Shield Matches and Legends tournament.
- 5.4. Shall attend, or send apologies to, all University and College Meetings for which they have been appointed.
- 5.5. Shall adhere to the SU Staff/Student Protocol.
- 5.6. Shall abide by the policies of the JCR Exec;
- 5.7. Shall undertake their duties in a conscientious manner, putting the views of college members first.
- 5.8. The JCR Exec shall be responsible for the property of the JCR Exec in all regards.
- 5.9. The JCR Exec shall be judged to represent the view of the college in all matters.
- 5.10. Shall be responsible for regular liaison with the College.
- 5.11. Complete a written handover document at the end of their term of office. One copy shall be given to their successor and one copy shall be given to the VP Democracy & Finance Officer.
- 5.12. Shall be responsible for the upkeep of the JCR office and be responsible for the care of all JCR property.

## **6. ELECTIONS**

- 6.1. JCR Exec members will be elected, except in the instance of by-election or co-option, in the Michaelmas Term each year for one year.
- 6.2. Members of the JCR Exec may be co-opted to fill any open positions in the JCR Exec structure. Co-option may be done by a simple majority at a JCR Exec meeting as long as the post has been advertised at the previous JCR Exec meeting, on the JCR Exec social media sites.
- 6.3. The running of all elections shall be the responsibility of the JCR Exec with the VP Democracy & Finance acting as Assistant Returning Officer (ARO). In circumstances



where the VP Democracy & Finance cannot act as the ARO for an election, the JCR Exec shall mandate another Exec officer to organise the election.

- 6.4. Elections procedures for all elections shall observe the Unions Elections regulations.

## **7. RESIGNATION**

- 7.1. Any JCR Exec members may resign but give notice of 1 week in writing to the President.
- 7.2. Should the President wish to resign, the written resignation must be submitted to the VP Democracy & Finance and Union President.
- 7.3. JCR Exec members shall be deemed to have resigned if they fail to attend three meetings per term that this bye law or their job description requires that they attend, without written apologies.

## **8. REMOVAL OF OFFICE**

- 8.1. Executive Officers may be removed from Office through the passing of a vote of no-confidence (VNC) at a Grizedale General Meeting or Emergency General Meeting.
- 8.2. Executive Officers may be removed from office through the disciplinary procedure in section 12 of this bye-law.
- 8.3. JCR Exec members may be removed from office through the University's Student Discipline Regulations.

## **9. MEETINGS**

### **9.1. JCR Exec Meetings**

- 9.1.1. JCR Exec meetings are meetings where the JCR Exec discuss and make policy on matters relating to the college and work together to help Exec members fulfil their remit.
- 9.1.2. Exec meetings shall be chaired by the VP Democracy & Finance.
- 9.1.3. Minutes of all Exec meetings shall be taken and made accessible to the whole JCR Exec and members.



- 9.1.4. Quorum of an Exec meeting shall be 70% of the number of positions of the JCR Exec.
- 9.1.5. Exec Meetings shall take place weekly and date, time and venue will be decided at the first JCR Exec meeting, by the VP Democracy & Finance in conjunction with the JCR Exec.
- 9.1.6. Exec meetings may be called at the discretion of the President or at the request of 3 members of the JCR Exec.
- 9.1.7. One JCR Exec meeting in each Michaelmas and Lent term will be open meeting for non-JCR Exec members to attend.
- 9.1.8. All Exec officers are expected to attend all Exec meetings unless reasonable apologies are submitted to the VP Democracy & Finance prior to the commencement of the meeting.

## **9.2. Grizedale General Meetings**

- 9.2.1. Grizedale JCR General Meetings shall be the sovereign body of the college and may instruct the JCR Exec to follow a mandatory course of action over a particular issue.
- 9.2.2. General Meetings (AGMs) may be called by the JCR Exec and must be held at least once a year. Any request for a General Meeting should be made in writing to a JCR Exec officer who shall take this request to the next scheduled Exec meeting for approval.
- 9.2.3. General meetings shall be chaired by the VP Democracy & Finance.
- 9.2.4. Minutes of all general meetings shall be taken and made accessible to the whole JCR.
- 9.2.5. At least seven days' notice specifying date, time and venue of a general meeting must be given visibly.
- 9.2.6. Business or motions should be submitted in writing to the VP Democracy & Finance at least 48 hours prior to the meeting
- 9.2.7. In case of amendments to the Grizedale bye law, suspension of an officer, co-option of a member to an Exec post, or a proposed vote of no confidence in any officer of the Exec, details of business must be given with the notice for the General Meeting.
- 9.2.8. The agenda for the meeting should be posted visibly at least 24 hours in advance.
- 9.2.9. All motions at a general meeting shall be allocated time for free and fair debate with at least 60 seconds allowed in favour and against motions. The Chair may grant



further rounds of speeches at their discretion/and or, at request of the JCR members present.

- 9.2.10. Quorum of a general meeting shall be 30.

### **9.3. Emergency General Meetings**

- 9.3.1. Emergency General Meetings (EGMs) may be called by the President, 50% of the Exec in writing to the President, 30 members of the college in writing to the President.
- 9.3.2. Emergency General Meetings shall be chaired by the VP Democracy & Finance.
- 9.3.3. Minutes of all emergency general meetings shall be taken and made accessible to the whole JCR.
- 9.3.4. At least 24 hours' notice specifying date, time and venue of an emergency general meeting must be given visibly.
- 9.3.5. Quorum of an Emergency General Meeting shall be 30 college members.

## **10. SUB-COMMITTEES OF THE JCR EXEC**

- 10.1. The JCR Exec may create sub-committees or be instructed to do so by a Grizedale General Meeting.
- 10.2. Any sub-committee shall have a JCR Executive convenor who shall be responsible for the operation of that sub-committee.
- 10.3. Any sub-committee shall have written terms of reference and membership as determined by the JCR Exec or a Grizedale General Meeting.
- 10.4. Sub-committees may co-opt further members or invite participation as they determined by their terms of reference
- 10.5. JCR Executive sub-committees shall adopt the same procedures and standing orders as used for JCR Executive meetings.
- 10.6. JCR Executive sub-committees shall have delegated authority of the JCR Executive on matters within their remit, and within their budget allocation, and provided that the actions of that sub-committee do not contradict the policies or bye laws of the JCR or the Union.
- 10.7. The convenor of each sub-committee shall ensure that notes or minutes of each meeting of that sub-committee are sent to the JCR Executive for ratification. Where a JCR Exec sub-committee makes suggestions for changing the policy or budget of the



sub-committee, this should be sent to the JCR Exec or general meeting as an agenda item as appropriate.

## **10.8. Extrav Committee**

- 10.8.1. The committee is responsible for organising the Extravaganza event, which takes place in the last week of Summer Term
- 10.8.2. The VP Socials and Events will be the lead organiser and convenor of the committee.
- 10.8.3. The VP Socials and Events must keep the President informed of all progress for planning of the event, and can request help from the President and of other members of the JCR if necessary.
- 10.8.4. This committee shall form in Week 2 of Lent term and shall consist of the following JCR Exec Officers;
  - 10.8.4.1. President
  - 10.8.4.2. VP Socials and Events
  - 10.8.4.3. VP Democracy & Finance
  - 10.8.4.4. At least two Social and Events Officer
  - 10.8.4.5. At least one Comms Officer
  - 10.8.4.6. 2 positions open to the rest of the JCR Exec
  - 10.8.4.7. Two Extrav committee positions are open to any Grizedale college member who is not on the JCR Exec

## **10.9. Intro Week Committee**

- 10.9.1. The Intro Week Committee are responsible for the planning and booking of events for the week whilst the Welfare team under the guidance of the President and Vice President Education and Welfare are responsible for choosing fresher reps, through an application and interview process. Fresher Reps role is to support the Intro Week Committee and JCR Exec by working with individual flats or townhouses during the week, acting in a responsible way always. Fresher Reps must also sign contracts in regard to their behaviour and actions during Intro Week
- 10.9.2. This committee to be selected by the JCR Exec during a JCR Exec Meeting in the 8<sup>th</sup> week of Lent term.



- 10.9.3. The members of the Intro Week Committee and JCR Exec are required to attend every event (exceptional circumstances will be accepted by the President). They must follow LUSU Sober Duty policy
- 10.9.4. The committee shall consist of the following eight co-ordinators.
  - 10.9.4.1. President
  - 10.9.4.2. VP Welfare & Education
  - 10.9.4.3. The Social & Tech Officer
  - 10.9.4.4. Comms Officer
  - 10.9.4.5. 3 positions open to the rest of the JCR Exec.
  - 10.9.4.6. The remaining three positions are open to any other member of Grizedale College who is not on the JCR Exec.
- 10.9.5. No member or officer can stand for Intro Week Committee if they will not be in the JCR Exec during Intro Week.

#### **10.10. The Winter Ball Committee**

- 10.10.1. In the last two weeks of Michaelmas term there shall be a ball held exclusively for Grizedale College Members and their guests. The purpose of this committee will be to assist in the organization and execution of the winter ball. This shall be entitled the Winter Ball.
- 10.10.2. The primary organisation of this event will be the concern of the Vice President of Socials and Events, working with the SCR.
- 10.10.3. The attendees of the Winter Ball Committee shall be, but not limited to:
  - 10.10.3.1. President
  - 10.10.3.2. VP Socials and Events
  - 10.10.3.3. VP Democracy & Finance
  - 10.10.3.4. A Comms Officer
  - 10.10.3.5. An SCR member
  - 10.10.3.6. The Social team, if requested by the VP Socials and Events, or another JCR Exec member if desired.
  - 10.10.3.7. 4 Open positions for non-exec, JCR members

#### **10.11. The Sporting Committee**





- 10.11.1. This committee will form in the first two weeks of Lent term.
- 10.11.2. They will meet at least twice a term, or at the request of the JCR Exec officers sitting on this committee (President, VP Democracy & Finance and/or either Sport Officer) and/or at the request of a college sport captain.
- 10.11.3. This committee will keep open communication between the JCR Exec, JCR Sport Officers and college sport.
- 10.11.4. This committee will strengthen relations between the JCR Exec and college sports.
- 10.11.5. The JCR Exec officers sitting on this committee will be there to assist the captains where appropriate.
- 10.11.6. The sitting members of this committee are:
  - 10.11.6.1. President
  - 10.11.6.2. VP Democracy & Finance
  - 10.11.6.3. Men's+ Sport Officer
  - 10.11.6.4. Women's+ Sport Officer
  - 10.11.6.5. Netball club President
  - 10.11.6.6. Netball Vice President
  - 10.11.6.7. Football club President
  - 10.11.6.8. Football team captain(s)
  - 10.11.6.9. Bar Sports captain
  - 10.11.6.10. Dominos captain
  - 10.11.6.11. Darts captain
  - 10.11.6.12. Rugby captain

## **11. FINANCE**

- 11.1. All financial matters of the JCR Exec shall be dealt with as set out in the Union Financial Regulations.
- 11.2. A budget of estimates for the coming year's expenditure shall, by the end of the summer term, be drawn up by the VP Democracy & Finance and presented in writing to a JCR Exec meeting for approval. It should then be presented at the next AGM and published on the JCR Exec website.
- 11.3. The following shall ordinarily be signatories of the JCR Exec account with the Union:
  - 11.3.1. VP Democracy & Finance (lead signatory)
  - 11.3.2. President



- 11.3.3. VP Socials and Events
- 11.3.4. VP Welfare and Education
- 11.3.5. Social and Events Officers

## **12. DISCIPLINARY PROCEDURES**

- 12.1. Gross misconduct or failure of members of the JCR Exec to carry out responsibilities conferred on them by this Bye Law or by resolutions of general meetings, without reasonable excuse, is sufficient grounds for suspension of the officer concerned.
- 12.2. All such actions shall require ratification by a majority at the next Grizedale general meeting or a vote of no-confidence supervised by the VP Union Development. In less serious circumstances warnings can be administered by the JCR President (VP Democracy & Finance in the case of warning a JCR President) for failure to attend a meeting without apologies or failure to complete duties on more than one occasion.
- 12.3. Accumulation of 3 warnings will result in suspension and follow the rules in 12.4-12.5.
- 12.4. Suspension shall mean that an officer is prohibited from carrying out their duties and responsibilities as set out in this Bye Law.
- 12.5. A member of the JCR Exec who has their suspension ratified by a Grizedale General Meeting shall be removed from office.
- 12.6. Complaints about the operations or executive members of the JCR Executive should be made in writing to the President (or if it is about the President, VP Democracy & Finance). Complaints should be dealt with under the Unions Complaints Procedure.



## **Appendix 1: JCR Exec Role Profiles**

### **1. The JCR President**

- 1.1. The President shall have general responsibility of overseeing all of the JCR activities and co-ordinating the JCR Exec as well as representing undergraduate members of Grizedale College at appropriate College, Union and University meetings.
- 1.2. Their aim is to best represent the members' views and cater for their needs.
- 1.3. The president will be required to attend the following meetings: Presidents Committee, JCR Exec, SCR Exec, SU College collaboration and any more they are later elected on to.
- 1.4. They shall support and assist other members of the JCR Exec in the performance of their duties.

### **2. The Vice President Democracy & Finance**

- 2.1. The VP Democracy & Finance shall be responsible for maintaining all democratic and financial procedures within the JCR.
- 2.2. They shall be responsible for the maintenance of an up-to-date copy of this bye-law and make a copy available to any JCR member on request.
- 2.3. They shall review this bye-law and hold an AGM in Michaelmas term.
- 2.4. They shall be the JCR representative on the Union's Democracy committee and act as Assistant Returning Officer (ARO) for all JCR elections. This shall include:
  - 2.4.1. Running fair elections in line with the Union's election policy.
  - 2.4.2. Delivering candidate briefings
  - 2.4.3. Organising and chairing hustings.
  - 2.4.4. Delivering election results to candidates
  - 2.4.5. Overseeing candidates conduct and escalating disputes to the Union's Deputy Returning Officer (DRO) where appropriate.
  - 2.4.6. Organising and overseeing co-options.
- 2.5. They shall also be responsible for convening and chairing Exec, General and Emergency meetings. This shall involve:
  - 2.5.1. Setting a reasonable date, time and location.
  - 2.5.2. Receiving apologies for absences from JCR Exec members



- 2.5.3. Collecting items for each meeting in advance and producing an agenda
- 2.5.4. Chairing each meeting to ensure that all members are given opportunity speak and that business is conducted in a timely manner.
- 2.5.5. Producing and circulating minutes that can be made available to all JCR Exec and members.
- 2.6. Shall be responsible for all Financial business of the JCR Exec and making regular reports at JCR Exec meetings. They shall maintain and up-to-date account of all financial transactions and check accounts presented by the Union's Finance Office.
- 2.7. They shall be the lead signatory on the account and responsible for raising purchase orders and payment claims with the Union.
- 2.8. VP Democracy & Finance shall advise the JCR Exec on the expenditure and if necessary prohibit any transaction that is no viable.
- 2.9. They shall produce a new budget in Summer term along with the President.
- 2.10. Shall be responsible for assisting in the finances of the Extrav, Welcome Week and Winter Ball, sitting on relevant committees and working closely with the Union's Finance Office.

### **3. The Vice President Socials and Events**

- 3.1. They will liaise with the President and support them in their duties where required.
- 3.2. Will be the primary coordinator of the social, and entertainment life of the college.
- 3.3. Will be responsible for the organisation and the running of the extravaganza and Winter Ball.
- 3.4. They shall be the JCR Convenor for the Extrav' Sub-committee, the Winter Ball Sub – Committee.
- 3.5. Will monitor and direct the activities of the Social and Events Officers, and the Media & Tech Officer (the social team) and report to the JCR President if there is cause for concern.
- 3.6. They shall support and encourage the Social and Events Officers to lead on their own events.
- 3.7. They shall coordinate with the Socials and Events Officers to organise a lively programme of socials and events that caters to a diverse range of JCR membership.
- 3.8. They shall compile a calendar of social and events in advance of each term.



- 3.9. The VP will ensure that at least one member of the socials team, the Socials & Tech Officer, is PA kit trained.
- 3.10. They shall attend meetings such as, but not limited to, the JCR Exec, SCR Exec and the Union's Social and Events Group (SEG).
- 3.11. They will work with the Media and Comms team to publicise JCR activities and increase engagement of JCR events.

#### **4. The Vice President Welfare and Education.**

- 4.1. The VP will be concerned with the general welfare of all JCR members, signposting and referring members to the relevant bodies when appropriate.
- 4.2. They will liaise with the President and support them in their duties where required.
- 4.3. They shall monitor and direct the activities of the welfare officers and Community Inclusion officer (the welfare team), and report to the JCR Executive President if there is cause for concern.
- 4.4. They shall coordinate the campaigns organised by the welfare team and support and encourage the officers to lead on their own events.
- 4.5. They will be the primary facilitator of equality, welfare, and diversity of all college members
- 4.6. They shall also be responsible for the application and interview process of Fresher Reps for Intro Week along with the welfare team and President.
- 4.7. They shall attend meetings such as but not limited to JCR Exec, SCR Exec, the Union's Equality, Welfare, and Diversity group and Academic Council.

#### **5. The Social and Events Officers**

- 5.1. There shall be two officers.
- 5.2. The Social and Events Officers are responsible for providing a wide range of socials that cater for all members wants and needs.
- 5.3. They should aim to involve Grizedale musicians and DJs and showcase them in events.
- 5.4. They shall be supported by the VP to lead on their events.
- 5.5. The meetings that they are required to attend are; Social and Events Group and JCR Exec meetings.



- 5.6. They shall sit on the Extrav Committee and be important in the organising of Extrav and Winter Ball.
- 5.7. They will work with the Media and Comms team to publicise JCR activities and increase engagement of JCR events.
- 5.8. They will support the creation of a calendar of socials and events in advance of each term.

## **6. The Media & Tech Officer**

- 6.1. The Media and Tech Officer will be a hybrid position
  - 6.1.1. They shall be involved with the two other Media and Communications team to publicise events, design event graphics and handle the college social media.
  - 6.1.2. They will be under the VP Socials & Events, working in the socials team to facilitate online events and/or events that are in the bar and require the knowledge of a PA kit trained member such as use of the DJ equipment.
- 6.2. This position will be PA kit trained and look after the JCR Exec equipment.
- 6.3. Meetings for them to attend are JCR Executive meetings, meetings with the social team and meetings with the Media & Communications Officers and Welcome Week sub-committee meetings.
- 6.4. This role will be on the Welcome Week sub-committee.
- 6.5. This Officer will not be required to attend the SEG meetings with the other Social Officers, as they will be here to facilitate their online or PA kit events and instead will meet with the comms team

## **7. Media and Communication Officers**

- 7.1. The Communication Officers are responsible for communications with the members through all technologies such as Facebook and Instagram.
  - 7.1.1. They shall use these outlets to keep members informed of campaigns, events and activities.
- 7.2. They will be responsible for making graphics for all events and for any other purpose the JCR Exec require.
- 7.3. They will be interested in making high quality graphics to communicate with members.



- 7.4. They will work to ensure all JCR Exec media is inclusive to all JCR members.
- 7.5. The meetings they are required to attend are the JCR Exec meetings and holding a comms team meeting with the Media & Tech Officer.
- 7.6. They shall work and communicate closely with the whole of the Exec to ensure events, activities and campaigns are promoted in a timely manner.
- 7.7. The Media and Communication Officers shall support and assist other members of the Exec in the performance of their duties.

## **8. The Welfare Officers**

- 8.1. There shall be one Men's+ Welfare Officer and one Women's+ Welfare Officer.
- 8.2. The Welfare Officers shall be concerned about the general welfare of all JCR members, signposting and referring members to the relevant bodies when appropriate.
- 8.3. The officers are responsible for representing all members to ensure they are treated equally and fairly.
- 8.4. They shall be supported by the VP to lead on their events.
- 8.5. They are also responsible to run at least 2 campaigns or events each term which raise awareness of important welfare issues concerning college members, such as mental or sexual health, BME students, students with disabilities, LGBTQ\* and environmental concerns.
- 8.6. They are also responsible for running fundraising or volunteering campaigns
- 8.7. They shall also be responsible for the application and interview process of Fresher Reps for Intro Week along with the rest of the welfare team and President.
- 8.8. The meetings that they are required are EWD group, JCR Exec meetings and any sub-committees they are appointed to, filling the open positions of any sub-committee.



## **9. The Community Inclusion Officer**

- 9.1. The person holding this position must self-define within at least one of the five of the Union's liberation forums, that is, LGBTQ+<sup>2</sup>, BAME<sup>3</sup>, Women+, International student and/or students with disabilities.
- 9.2. The Community Inclusion Officer shall be focused on the liberation and equality of student groups such as LGBTQ+, BAME, Women+, International members and disability.
- 9.3. They will be under the Vice President Welfare, as part of the welfare team.
- 9.4. The Community Inclusion Officer is responsible for representing the minority and liberation members' views and caters for their needs such as LGBTQ+, Women+, International members, BAME and disability.
- 9.5. They shall facilitate and organise campaigns and events to raise awareness around minority groups festivals, holidays, Black History Month, Pride Month, Women's History, Holocaust Remembrance Day and other relevant and appropriate events.
- 9.6. They will have a strong awareness of the Union's liberation forums.
- 9.7. They will work with the Media and Comms team to publicise their events and increase engagement of International students at JCR events.
- 9.8. They will be required to work alongside the Social Officers and Welfare Officers to provide events and target advertising to encourage minority and liberation involvement in the college.
- 9.9. They are also responsible for organising an event in Grizedale Bar to celebrate the Eurovision Song Contest, which normally takes place in the summer term.
- 9.10. They shall also be responsible for the application and interview process of Fresher Reps for Intro Week along with the rest of the welfare team and President.
- 9.11. They are required to attend JCR Exec meetings, Union's Equality, Welfare and Diversity group and any other meetings relevant to their role.

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<sup>2</sup> Lesbian, Gay, Bisexual, Transgender, Queer. The + encompasses all other sexual orientations.

<sup>3</sup> Black, Asian and Minority Ethnic.





## **10. The Sport Officers**

- 10.1. There shall be one Men's+ Sport Officer and one Women's+ Sport Officer.
- 10.2. They shall be responsible for coordinating all college sports.
- 10.2.1. This includes all team captains (football, netball, pool, darts, and dominoes), with whom they must meet up with at least once per term.
- 10.3. They are also responsible for the Carter Shield and Legends Tournament.
- 10.4. They are responsible for liaising with the Communications officers to publicise the Carter Shield and the Inter-college competitions to college members, and for ensuring adequate participants for forming teams each week.
- 10.5. They are also responsible for recording attendance and accepting apologies for Carter Shield and the inter-college competition from JCR exec members
- 10.6. They are also responsible for liaising with team captains and the VP Democracy & Finance to gain sponsorship for college teams.
- 10.7. They are required to attend JCR Exec meetings, meetings with the President, VP Democracy & Finance and team captains at the sporting sub-committee and meetings with the Union's VP Sport.
- 10.8. The handovers will include Standing Mandate 5.2. and the Sport Officers will inform the President and VP Democracy & Finance if JCR Exec officers don't fulfil standing Mandate 5.2.