

# GIRTON COLLEGE JCR COMMITTEE ROLE DESCRIPTION ADDENDUM

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## 1. Addendum Outline

- a) This Addendum to the Girton College JCR Committee Constitution outlines the individual roles of each Officer on the JCR Committee.

- b) Any changes to this Addendum shall be carried out by the JCR President in conjuncture with the JCR Committee and with the approval of Council. Approval from Council should be sought in the first Council meeting of Michaelmas Term for the entirety of the ensuing academic year.
- c) Officers of the JCR Committee shall adhere to the duties outlined in this Addendum, as well as those outlined in the JCR Committee Constitution.

## 2. Executive Committee Role Outlines

### President

- i. Attend College Council as a Trustee and undergo Trustee training as specified by the Secretary to Council.
- ii. Attend C-SU Presidents' and Externals' meetings and College Forum.
- iii. Assist in the planning and execution of Freshers' Week as Vice President of the Freshers' Committee.
- iv. Attend PREVENT Committee.
- v. Be responsible for ensuring JCR representatives attend relevant College Committees and Council Working Groups.
- vi. Meet with College Senior Officers fortnightly to represent student views.
- vii. Encourage and facilitate communication between the JCR Committee, the JCR body, the MCR and College.

### Vice President

- i. Attend College Council as a Trustee and undergo Trustee training as specified by the Secretary to Council.
- ii. Attend C-SU Councils, C-SU Presidents' and Externals' meetings, C-SU open meetings and College Forum for matters relating and relevant to the JCR.
- iii. Meet with College Senior Officers fortnightly to represent student views.
- iv. Encourage and facilitate communication between the JCR Committee, the JCR body, and College.

### Treasurer

- i. Attend College Council as a Trustee and undergo Trustee training as specified by the Secretary to Council.
- ii. Hold an automatic position on the Freshers' Week Committee as Treasurer.

### Executive Secretary

- i. Publish the JCR bulletin to communicate news and advertise events at least once a term.

- a. Gather and share news from the Girton community, sports clubs, societies, C-SU, College and JCR Committee members via the bulletin and social media.

### 3. Officer Role Outlines

#### Accommodation Officer

- i. Manage and maintain the Room Balloting website, including the regrading of College rooms according to gradings put forward by the College Accommodation Officer.
- ii. Take ANUK training.
- iii. Assist college with the 3-yearly ANUK accommodation audit if it falls in time in office.

#### Catering Officer

- i. Propose a list of charitable/themed formals to Council in Easter term for approval for the next academic year in conjuncture with JCR Officers, the MCR Committee and relevant College staff.
- ii. Organise the annual 'Catering Officer Formal', the theme of which shall be set by the Catering Officer and proposed alongside all other charitable/themed formals, as outline in (i.).

#### Welfare Officers

- i. Supply condoms, pregnancy tests, personal alarms, and other welfare provisions to the student body.
- ii. Attend C-SU Welfare meetings.
- iii. Promote university-wide and C-SU Welfare campaigns, support, and events in College.
- iv. Attend College Health and Safety Committee meetings.
- v. Attend Thrive Committee meetings.
- vi. Organise the College Parent Scheme and consult with the Inclusivity Working Group over any proposed changes to this.
- vii. Hold office hours at least once a week in College.
- viii. Undergo welfare training, as offered by the SU.
- ix. Present themselves and their role and provide an overview of College welfare provisions in Freshers' week.
- x. Organise the Marriage Formal in early Easter term.
- xi. Assist the Women's Officer in organising the Freshers' Week consent workshops.

#### Event Officer

The entirety of the job description is comprised within the Constitution.

#### Sustainability and Ethical Affairs Officer

- i. Organise the Green Week.
- ii. Co-Preside over the Girton Green Society alongside the MCR Green Officer, including overseeing its formation at the beginning of every year.
- iii. Engage with and promote university-wide and C-SU Sustainability and Ethical Affairs campaigns, support and events in College.
- iv. Join the Green Impact team and liaise with college on the annual Green Impact audit.
- v. Promote and maintain the recycling system in College.

#### Access & Academics Officer

- i. Attend C-SU Access Officer meetings.
- ii. Promote university-wide and C-SU Access campaigns, support, and events in College.
- iii. Attend the College Library Committee.
- iv. Attend the Thrive Committee.
- v. Run the C-SU Shadowing Scheme at Girton.

#### IT Officer

- i. Be responsible for the maintenance of the JCR website.

#### Sports Officer

- i. Liaise with the Executive Secretary to advertise and publicise College team trials and publish match reports to all members of the JCR.

#### Bike Officer

The entirety of the role description is comprised within the Constitution.

## 4. Community Elected Officer Role Descriptions

#### Ethnic Minorities Officer

- i. The role of BME Officer can be filled by two people, so long as they run and are voted for as joint candidates during elections.
- ii. Attend C-SU BME Campaign meetings.
- iii. Promote university-wide and C-SU BME campaigns, support, and events in College.
- iv. Liaise with the Senior Tutor and the Freshers' Week Committee to organise EDI events and talks during Fresher's Week.
- v. Organise at least one social event per term.

- vi. Liaise with Catering Officer and College Catering Office to ensure that religious food provisions are in place (Ramadan, Halal Food, etc.).
- vii. Assume a responsibility for welfare and hold welfare hours for students of ethnic minorities.
- viii. Sign and be bound by JCR Welfare Confidentiality Agreement (see Appendix 2 of the Constitution) and undergo welfare training.

#### Women's Officer

- i. Attend C-SU Women's Campaign meetings.
- ii. Promote university-wide and C-SU Women's campaigns, support, and events in College.
- iii. Run a consent workshop in Freshers' week.
- iv. Stock sanitary products in all female public toilets in College.
- v. Assume a responsibility for women's welfare and hold welfare hours at least twice a term.
- vi. Sign and be bound by JCR Welfare Confidentiality Agreement (see Appendix 2 of the Constitution) and undergo welfare training.

#### LGBTQ+ Officer

- i. Attend C-SU LGBTQ+ meetings.
- ii. Promote university-wide and C-SU LGBTQ+ campaigns, support and events in College.
- iii. Organise at least one social event per term.
- iv. Give an LGBTQ+ specific welfare talk in Freshers' week.
- v. Assume a responsibility for welfare and hold weekly welfare hours for LGBTQ+ students.
- vi. Sign and be bound by JCR Welfare Confidentiality Agreement (see Appendix 2 of the Constitution) and undergo welfare training.

#### International Officer

- i. Attend Cambridge International Students' Union Meetings.
- ii. Promote university-wide and iC-SU campaigns, support, and events in College.
- iii. Organise at least one social event per term.
- iv. Be responsible for liaising with the Junior Bursar and Accommodation Officer to ensure the arrangement of vacation storage.
- v. Organise International Freshers Week, including the setting up of a committee during the summer holidays.
- vi. Assume a responsibility for welfare and hold welfare hours for international students.
- vii. Sign and be bound by JCR Welfare Confidentiality Agreement (see Appendix 2 of the Constitution) and undergo welfare training.

### Physical & Mental Disabilities Officer

- i. Attend C-SU Disabilities Campaign Meetings.
- ii. Promote university-wide and C-SU Disabilities campaigns, support and events in College.
- iii. Assume a responsibility for welfare by, for instance, holding drop in hours or small welfare focused events at least once a term. Such advice should have a focus on signposting support offered by the University's Disabilities Resource Centre, rather than trying to personally offer support.
- iv. Sign and be bound by JCR Welfare Confidentiality Agreement (see Appendix 2 of the Constitution) and undergo welfare training.

### Socio-Economic Inclusivity Officer

- i. Sit on the Student Living Costs Working Group.
- ii. Publicise support through university-wide initiatives such as Class Act and attend C-SU Class Act meetings when appropriate.
- iii. Advise Access Officer on access issues regarding students facing socio economic inequality.
- iv. Manage the Class Act social media presence.

### Freshers Representative

- i. Have an automatic place on the Freshers' Committee where they automatically hold the role of Vice-President as outlined in Schedule Three of the Constitution.
- ii. Complete Freshers Survey after Freshers Week to evaluate points of improvement.
- iii. Attend C-SU Freshers' Rep meetings.
- iv. Organise events for first years, if appropriate in conjuncture with Freshers Representatives at other colleges and/or the Events Officer.

### Trans & Non-Binary Officer

- i. Manage the College's involvement in LGBT+ C-SU campaigns.
- ii. Manage the Gender Expression Fund.
- iii. Sit as the trans and non-binary representative on the College LGBTQ+ subcommittee.
- iv. Failing a filling of this position, the LGBTQ+, Women's and Welfare Officers will make themselves available to transgender and non-binary students for consultation, and signposting of wider transgender and non-binary focused resources and support available. Alternatively, an LGBT+ subcommittee trans and non-binary representative will be selected by the LGBTQ+ officer who can serve in a similar but unofficial capacity- while they will not manage the Gender Expression Fund, or the LGBT+ C-SU campaigns, nor sit on the Inclusivity Working Group, they will serve as the visible point of call for students in College, and signpost

issues that the JCR LGBTQ+ Officer can bring to the attention of the JCR Committee. In this scenario, the LGBTQ+ Officer will be responsible for managing the Gender Expression Fund.

- v. Assume a responsibility for welfare and hold welfare hours for Trans & Non-Binary students.
- vi. Sign and be bound by JCR Welfare Confidentiality Agreement (see Appendix 2 of the Constitution) and undergo welfare training.