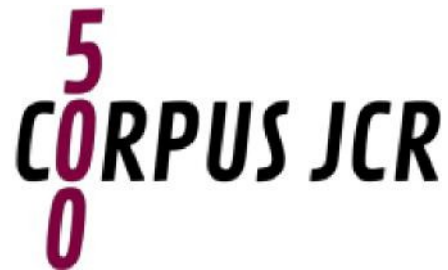


*The Junior Common Room  
of the College of Corpus Christi  
in the University of Oxford*



**Standing Orders**  
*Passed as of 5<sup>th</sup> April 2019*

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### For all Officers:

1. To help keep the JCR tidy whether by cleaning up or by telling others to clean up after themselves.
2. To keep the JCR office clean and to help tidy it at the end of every term.
3. To update as necessary and pass on Officer's handover documents.
4. To give copies of all digital documents they produce, in their original format, to the Computing and Website Officer
5. To uphold and maintain the JCR Constitution, Standing Orders and Policy document.

## Academic Affairs and Suspended Students Officer

Elected: Trinity

Term of Office: One Year

Committees: JCR Committee, Academic Committee, Libraries Committee, Oxford SU Academic Affairs

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To act as a point of contact for students with academic queries or problems and to liaise with the Senior Tutor, Librarian and Oxford SU Academic Affairs Officer as appropriate.
4. To organize subject drinks gatherings on the first night of Freshers' Week (Monday of 0th week of Michaelmas term), and liaise with the JCR President and the Subject ambassadors in doing so.
5. To organize academic feedback sessions for all subjects. At least one subject should be reviewed each term and every subject should be reviewed at least once every 3 years.
6. To compile an annual report on the academic feedback sessions that have been made that year, including the comments of tutors, and to distribute the report to JCR members.
7. To ensure that Subject Ambassadors assist with academic feedback sessions, liaising with the subject tutors concerning possible agenda items and helping with the writing of the annual report.
8. To meet bi-termly with the President and Welfare Officers to discuss issues related to suspended students, and to produce a newsletter to be circulated to them.

## Access and Admissions Officer

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee, Equal Opportunities Committee, Oxford  
SU Access Forum

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To attend all open days.
4. To take part in school groups Q&A sessions and tours, if and when required by the Admissions Office.
5. To liaise with the Subject Ambassadors about ideas for interview season, and to seek feedback from the reps afterwards and updating the Interview Guide accordingly.
6. To help organise and run interviews, including staying in Oxford for the duration of the interview period, and coordinating the activities of the Subject Ambassadors.
7. To organise the college families system.
8. To act as registrar for college marriages and allotting children to couples.
9. To welcome Freshers on their day of arrival and introduce them to their college parents.
10. To delegate the organisation of families for Stanford students each term to students who have participated in the Stanford programme, or in the event that there is no one in College who has participated in the programme to organize the families, and to organise an event to meet their college parents and aid in co-ordinating family events.
11. To liaise with the JCR computing and website officer to update the Admissions section of the JCR website, including details of Subject Ambassadors and dates of open days/interviews.
12. To liaise with Oxford SU on matters relating to access schemes and admissions and keep the JCR informed accordingly.
13. To keep the prospectus and alternative prospectus up to date, coordinating with the Admissions Office and Tutor for Admissions to do so.
14. To ensure that all Subject Ambassadors fulfil their duties, including attending open days and interviews, and helping out with school visits to the College.
15. To produce and distribute, on average, a video per year that can be used as an access resource.
16. To be in communication with the Humans of Oxford programme.
17. To liaise with the college Outreach Officer and Admissions Administrator to organise access volunteer training and outreach training for JCR members in Hilary.
18. To liaise with the college Outreach Officer and Admissions Administrator to organise the annual Corpus access drinks from our link region (currently Manchester and Derbyshire) in Michaelmas.
19. To release an Access survey to the JCR to obtain ideas for improving access and outreach during Hilary.
20. To appoint up to five Access Representatives in Hilary for one year.

## Access Committee

Appointed: Hilary

Term of Office: One Year

Committees: Access Committee

Note: Up to five to be appointed

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments
2. To help the Access and Admissions Officer in providing ideas and suggestions to improve access at Corpus.
3. To assist in providing information for the alternative prospectus and JCR website, based on their experiences, allowing the JCR documentation to represent a wide range of backgrounds. This documentation will include the alternative prospectus, pages on the JCR website and videos for the YouTube channel.
4. To act as socio-economic representatives for the JCR, providing a focal point for student welfare in college, with a particular emphasis on socio-economic/finance issues.

## Accommodation Officer

Elected: Trinity  
Term of Office: One Year  
Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To be a point of contact for all Junior Members' with complaints regarding College Accommodation, acting as liaison between Junior Members and College staff when necessary.
4. To liaise with the Domestic Bursar over specific problems relating to accommodation.
5. To organise, along with the Domestic Bursar and the Dean, the drawing of the Accommodation Ballot in 4th week of Hilary Term and conduct said ballot in 7th or 8th week of Hilary Term.
6. To keep the JCR informed of all developments concerning accommodation.
7. To liaise with the Computing Officer to update the information on college accommodation on the JCR website when necessary.
8. To attend any and all room surveys as organised by the Domestic Bursar, to request the Domestic Bursar to undertake any additional survey the JCR deems necessary, and to distribute the results of any survey to the JCR in a report.
9. To organise the de-cluttering of the bike-shed at the beginning of Michaelmas term and pick out up to 3 suitable bikes to become JCR owned bikes.
10. To attend any and all room grading tours, and to produce a report in the event of any change in room grades

## Arts Officer

Elected: Trinity  
Term of Office: One Year  
Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To arrange for the hiring out of pictures from the Art Scheme on a termly basis and to advertise the Art Scheme's existence.
4. To keep the Art Collection in good order, and from time to time to purchase new paintings for the Collection if there is desire or demand for a piece in the JCR.
5. To organise the Corpus Arts Week in Hilary Term.
6. To display the Art Collection periodically.
7. To use the Arts Budget to ensure the promotion of the arts within College.
8. To encourage the use of College facilities and spaces for the artistic interests of Junior Members and their societies (the Owlets etc.).
9. To maintain the art collection fund, keeping records for it and ensuring that it is kept specifically to be enjoyed by JCR Members.
- 10.



## Beer Cellar Representative

Elected: Michaelmas

Term of Office: One Year

### Duties:

1. To run the Corpus Beer Cellar Facebook page to promote use of the Beer Cellar
2. To consult with the JCR members, the Buttery Manager, the College Bartender and any other relevant members of college on issues relating to the beer cellar. This could include, but is not limited to:
  - a. the range of drink and snacks stocked in the beer cellar
  - b. the recruitment and organisation student bartenders that help behind the bar
  - c. large groups of individuals that are likely to be visiting the beer cellar following college meals
  - d. the furnishings, decoration, and entertainment facilities within the beer cellar
- 3.

## BME Representative

Elected: Trinity

Term of Office: One Year

Committees: Equal Opportunities Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To provide a focal point for student welfare in college, with a particular emphasis on BME issues, and act as a signpost to BME related welfare services in college, in the university and more broadly.
3. To publish in College all BME welfare-related information from the College, University, Oxford SU, NUS and CRAE campaign via the welfare board, and JCR welfare website.
4. To liaise with Oxford SU in connection with its BME welfare services, including any Oxford SU BME-focused welfare groups.
5. To liaise with the appropriate university societies, distributing any information about BME related events or welfare.
6. To organize at least one BME formal each year.

## Careers Officer

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To distribute information about careers and graduate work to JCR members via noticeboards, email and individually.
4. To liaise with the University Careers Service and make known the events they organise
5. To organise events, activities within college which help students with their career choices.
6. To publicise University Careers fairs.

## Clubs and Societies Officer

Elected: Trinity  
Term of Office: One Year  
Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committees [JCR Committee], and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To organise the College Freshers' Fair in Freshers Week.
4. To organise the Clubs and Societies Budget with the Junior Dean responsible for the Clubs and Societies Budget and the JCR members that wish to make an application as an individual or on behalf of a college club or society.
5. To organise the Corpus Challenge every year at a time that is convenient for the JCR, seeking relevant funds from the JCR Treasurer well in advance of the event.
6. To organise for team photographs of the college clubs and societies as well as a photo of the JCR members to be taken by a professional photography company.
7. To organise a "Pimms and Rounders" event in Trinity Term.
8. To work with the Computing Officer and the heads of the college clubs and societies to ensure that all information on the Clubs and Societies section of the website is up to date.
9. To make JCR members aware of the communal sports equipment that is available for them to use and to ensure that this sports equipment is in good working order.
10. To act as a point of contact for JCR members that want advice on applying to the Personal Development Fund or the Clubs and Societies Budget.
11. To act as a point of contact for JCR members that want advice on establishing a new club or society within the college.
12. To assist the President's PA in collecting reports from the college clubs and societies for The Pelican Record.
13. To attend the Stanford Lunch at the beginning of each term to meet with the new Stanford Exchange Students and inform them of the clubs and societies in Corpus.
14. To organise a Sports Dinner to take place in hall during early Trinity Term that is open to all members of the college and recognises the sporting achievements of both individuals and teams within the college.
15. To circulate the Personal Development Fund and Clubs and Society Policy Documents at the start of the academic year

## Computing and Website Officer

Elected: Trinity

Term of Office: One Year

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To relay relevant computing information to the JCR.
3. To maintain the JCR website, either by editing it themselves or by giving other people the appropriate access, encouragement and help to do so, including updating the committee pages after every election, the mandates page following JCR meetings or as necessary and holding a termly review of the website.
4. To assist in maintenance of any JCR electrical items, e.g. the sound equipment.
5. To store copies of all documents produced by JCR Officers (in their original formats) and to give access to JCR Officers to these copies
6. To refuse to publish documents on the website until such original-format copies have been provided or shown to no longer exist
7. To keep records of all manifestos, to be publicly viewable on the JCR website unless requested otherwise by the manifesto's author, in which case the website should indicate that a copy of that person's manifesto may be requested from the Computing and Website Officer

## Corpus Cinema Curator

Elected: Trinity

Term of Office: One Year

### Duties:

1. To keep the Corpus Cinema collection safe, and to loan films from the collection to Corpuses for free on request, and make it known to the JCR how this can be achieved.
2. To screen a film from the collection once a week throughout term and to decide upon the film to be shown democratically by giving JCR members a choice of two or more films put forward by the Officer.
3. To organise film events throughout the term.
4. To assist the Welfare Officers and Freshers' Week Committee with any film screenings they wish to put on in Freshers' Week or Corpus Cares Week.

## Disabilities Representative

Elected: Trinity

Term of Office: One Year

Committees: Equal Opportunities Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To provide a focal point for student welfare in college, with a particular emphasis on issues for students with disabilities, and act as a signpost to welfare services in college, in the university and more broadly available for disabled students.
3. To publish in College all welfare related information for disabled students from the College, University, Oxford SU and NUS via the welfare board and JCR welfare website.
4. To liaise with Oxford SU in connection with its welfare services for disabled students, including attendance at any Oxford SU welfare groups that discuss issues facing disabled students.

## Disciplinary Panel

Elected: Trinity

Term of Office: One Year

Note: Three to be elected

### Duties:

1. To represent the views and interests of Junior Members at meetings of the Disciplinary Committee, which consists of the three reps, and three Senior Members, plus the President of the College, who chairs, and which is an appeal court which meets in the event of an objection to a Decanal ruling on a disciplinary matter



## Domestic Officer

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee, Food Committee

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To ensure the maintenance of the vending machines, the coffee machine which affect Junior Members as a whole but do not affect accommodation.
4. To liaise with the Domestic Bursar and Bursar in pursuance of Duty 3.
5. To email the daily menu to the JCR everyday as early as possible.
6. To arrange a termly meeting of the Food Committee and extraordinary meetings when necessary.
7. To liaise with the Head Chef both on and off Food Committee, and to represent the Junior Members' views on catering.
8. To run a fair ballot for all formal halls.
9. To organise the tea rota for JCR Committee Officers each term, and display the rota in a convenient place in the JCR so that all JCR members are aware who should be doing tea.
10. To ensure that the JCR fridge is kept hygienic.
11. To organise JCR ice cream during Trinity term.
12. To ensure that there is a sufficient supply of coffee beans, tea and biscuits in the JCR, including at least one pack of vegan biscuits for each JCR tea.
13. To arrange International Themed formals in co-operation with the International Students Officer and Head Chef up to twice per term in Michaelmas and Hilary, and up to once per term in Trinity.
14. To maintain the sewing kit.
15. To maintain a stock of 4 camp beds or suitable alternatives and facilitate the loaning of the camp beds to the JCR.
16. To ensure that camp beds or suitable alternatives are returned to the JCR after their use."

## Entz (Entertainments) President

Elected: Michaelmas

Term of Office: One Year

Committees: Entz Committee, JCR Committee

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To organise bops and other social events for the JCR and to publicise these events in a timely manner.
4. To liaise with the appropriate College Officers, such as the Dean and the Buttery Manager, in pursuance of these duties.
5. To liaise with Events organisers and club night hosts to obtain discounted tickets/ tickets for events that Corpuscles show interest in.
6. To organise the clubbing events during Freshers' Week and liaise with the JCR President in their role as chair of Fresher's Week Committee.
7. To maintain the Entz music and lighting equipment.
8. To organize the Symposium, or help doing so, if and when necessary.
9. To ensure the running of the Pub Quiz in Michaelmas, Hilary and the start of Trinity.
10. To maintain the JCR owned games collection (both electronic and non-electronic).
11. To look into repairs for the television and Sky box whenever required.
12. To form a Halfway Hall Committee at the start of Hilary Term every year.
13. To run a poll at the start of their term for the final bop song, which will then be in place for a year, with the exception of the Christmas bop

## Entz (Entertainments) Representatives

Elected: Michaelmas

Term of Office: One Year

Committees: Entz Committee

Note: Up to five to be elected

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments
2. To help the Entz president in organizing and running Entz events for JCR members

## Equal Opportunities Officer

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee, Equal Opportunities Committee, College Welfare Committee (Welfare lunch), College Equality Committee

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To be responsible for promoting diversity and equal opportunities at Corpus, concerning gender, sexuality, disability, faith, ethnicity and any other relevant factors.
4. To be responsible for ensuring to the best of their ability that the JCR and the college observe the 2013 University Trans Policy, as amended, and the 2013 JCR Trans Policy Guidelines, as amended.
5. To promote equal opportunities for the following groups: women, LGBTQ people, religious groups, ethnic groups, disabled students and other relevant minority groups. Promotion to include maintaining contacts with appropriate university societies, advertising relevant university events, organizing events within college (subject to JCR funding) and investigating and following up any instances within Corpus where diversity appears to be neglected.
6. To work with appropriate officers on the JCR committee to carry out these tasks.
7. To hold twice termly meetings of the Equal Opportunities Committee and lead the committee with the aim of carrying out these tasks.
8. To organize a Unity Week once per year in consultation with the JCR President,

## Environment and Ethics Officer

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To have particular responsibility for issues related to environmental and ethical concerns for JCR members and the relationship between Corpus Christi JCR and the local community.
4. To publicise information regarding these the issues to JCR members.
5. To complete a report every Hilary Term of what the JCR's/College's status is with respect to the issues and suggest where improvement could take place and to distribute this report to the JCR.
6. Help to maintain and extend appropriate schemes within college.
7. To pursue the JCR's aims through negotiation and, if necessary, by initiating and/ or coordinating campaigns.
8. To organize the annual Corpus Environment Week.
9. To liaise with JCR members ordering stash to ensure that where possible items purchased use Fair-trade certified materials.
10. To facilitate and encourage the sale of any current stock of reusable cups to any member of college”

## International Students Officer

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To be a point of contact in college for International Students to approach with any problems or complaints.
4. To organise a meal out for international students (including Stanford students) on the Sunday of Freshers' Week (the night the international students arrive) in Michaelmas Term.
5. Organizing other social activities for JCR International Students, both when they arrive in Freshers' week and during term time.
6. To attend the meal organized to welcome Stanford students each term, and be available to greet them when they arrive.
7. To contact the international students over the summer before they arrive.
8. To be available to greet the international students when they arrive.
9. To liaise with the Access and Admissions Officer to promote International access.
10. Negotiate storage options with the relevant college authority each term and publicize these arrangements to the JCR International Students.
11. To arrange International Themed formals in co-operation with the Domestic Officer and up to twice per term in Michaelmas and Hilary, and up to once per term in Trinity.

## LGBTQ+ Representative

Elected: Trinity

Term of Office: One Year

Committees: Equal Opportunities Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To provide a focal point for student welfare in college, with particular emphasis in LGBTQ issues, and act as a signpost to LGBTQ related welfare services in college, in the university and more broadly
3. To publish in College all LGBTQ welfare-related information from College/University/Oxford SU/NUS/LGBTQsoc via the welfare board and JCR welfare website.
4. To liaise with Oxford SU in connection with its LGBTQ welfare services, including attendance at any Oxford SU LGBTQ-focussed welfare groups.
5. To liaise with the university LGBTQ society, distributing any related information about entz or welfare.
6. To organize two Spectrum events in Freshers' week, one for all Freshers and one for LGBTQ Freshers only.

## Mental Health Representative

Elected: Trinity

Term of Office: One Year

Committees: Equal Opportunities Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To provide a focal point for student welfare in college, with a particular emphasis on mental health issues, and act as a signpost to mental health welfare services in college, in the university and more broadly.
3. To publish in College all mental health welfare information from the College, University, Oxford SU, NUS and Mind Your Head campaign via the welfare board, and JCR welfare website.
4. To liaise with Oxford SU and the appropriate university societies, distributing any information about mental health related events or welfare.
5. To promote access for students affected by mental health problems, and to promote education and understanding of these issues within the college community.



## Oxford SU Officer

Elected: Trinity

Term of Office: One Year

Committees: JCR Committee, Oxford SU Council

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To represent JCR interests on Oxford SU Council, both by obeying JCR mandates and by expressing personal views.
4. To keep Junior Members informed as to Oxford SU affairs by publicising General Meetings and by displaying Oxford SU information posters, and by keeping the JCR informed as to what is discussed at Oxford SU Council by means of a bi-weekly email.
5. To propose at the first meeting of each Trinity Term a motion to re-affiliate with Oxford SU for the following year.

## Poet Laureate

Elected: Trinity

Term of Office: One Year

### Duties:

1. To write a poem for each JCR meeting and orate that poem at the start of each meeting.
2. To write poems whenever mandated by the JCR, and whenever the incumbent has the necessary inspiration, and to display these outpourings.
3. To ensure that the 20th November, being the JCR's founding date (in 1797) shall be celebrated.
4. To write an ode for the occasion and for the honour of George Leigh Cooke, founder of the JCR.
5. To look after the poetry book during their time in office, and to record any poetry they write in it.

## President

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee (chair), Academic Committee, Governing Body (unreserved business), Estates and Finances Committee (by invitation), College Welfare Committee (Welfare Lunch), JCR Presidents' Committee, Oxford SU Council, Joint Consultative Committee

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To run the JCR committee and to co-ordinate the activity of all JCR officers
4. To represent the interests of the JCR to the college, to Oxford SU, to the Proctors in a termly meeting, and to any organisation or individual who may affect the interests of the JCR.
5. To chair JCR Meetings in accordance with the provisions of the Constitution.
6. To be responsible for all JCR equipment and for the hiring of it to Junior Members; responsibility for equipment then passes to the Junior Member who has borrowed it.
7. To be co-signatory with the JCR Treasurer of cheques for the JCR and be co-holder of the JCR online banking password.
8. To act as a Welfare Officer for junior members.
9. To attend Stanford lunch and show the new Stanford cohort around Corpus in 0<sup>th</sup> week of every term or organize one of the students who have participated in the Stanford Programme to do so..
10. To moderate emails sent by students to the JCR mailing list.
11. To co-chair the Freshers' Week Committee with the Vice-President.
12. To publish a weekly president's bulletin.
13. To compose the rent proposal each year.
14. To organize a Unity Week once per year in consultation with the Equal Opportunities Officer.
15. To meet bi-termly with the Academic Affairs and Welfare Officers to discuss issues related to suspended students, and to produce a newsletter to be circulated to them.

## RAG (Raising and Giving)/Charities Rep

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To liaise with the University RAG Committee, publicise their events and put on charity fundraising and awareness events in Corpus.
4. To organise nominations and voting, when more than 6 nominations are received, for each term's donations in 5th week so that the results can be announced in the 6th week meeting.
5. To organise nominations, hustings and voting for the selection of new long-term charities in 3rd week of the relevant terms so that the results can be announced in the 4th week meeting.
6. To build and maintain a working relationship with our long-term charities so that the JCR feels informed about, and involved in the work they are doing.
7. To work with the Tortoise keeper to ensure that the Tortoise fair is a successful charity event.
8. To provide JCR members with information on how to get involved in charity events.
9. To put forward a motion at the first JCR Meeting of Michaelmas term proposing a donation of £30 to Oxford Nightline

## Returning Officer

Appointed: Trinity

Term of Office: One Year

Committees: JCR Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To be responsible for all JCR elections, and to ensure that they are carried out in accordance with the Constitution, as relates to timing, publicising, counting, etc.
4. To chair all hustings for JCR posts.
5. To organise any referenda as mandated by the JCR, in accordance with the constitution.
6. To maintain the documents of the JCR, such as the Constitution, the Standing Orders and the Policy Document. To correct the documents of the JCR if grammatical errors are found, or if referenced organisations change name.
7. To ensure that up to date copies of the JCR Constitution, Standing Orders and Policy Document are accessible both in the JCR and on the JCR website.
8. To have a detailed knowledge and understanding of the JCR Constitution, the Standing Orders, and the Policy Document, which can be used in Committee and JCR Meetings to ensure the rules and regulations of the JCR documents are being respected and adhered to.
9. To help any members of the JCR committee with any poll or election they may wish to take a vote on.
10. To change their personal password to the voting system when they become incumbent to ensure it remains secure.

## Tortoise Keeper

Elected: Trinity

Term of Office: One Year

Committees: JCR Committee

### Duties:

1. To organize the Tortoise Fair to raise money for a JCR elected charity in Trinity term.
2. To liaise with the relevant authorities in college in a timely manner to ensure a successful fair.
3. To add a report on the fair to the Tortoise Fair file including an account of expenses, taking and covering anything which might be of benefit to future tortoise keepers.
4. To pass the tortoise keeper banner and tortoise fair file to the next tortoise keeper in a ceremonial manner at the end of the Michaelmas election results announcement.
5. To look after the interests of the Corpus tortoises at all times, sacrificing everything to ensure their well-being.

## Treasurer

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee, Governing Body (unreserved business),  
Estates and Finance Committee (by invitation)

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To keep the JCR accounts in order and to make annual publications of the accounts of the JCR.
4. To advise the JCR on the state of the JCR finances throughout term and during JCR meetings.
5. To arrange for the payment of monies as voted for by the JCR.
6. To be co-signatory with the JCR President of cheques for the JCR, and to look after the JCR cheque books and to be co-holder of the JCR online bank account password and passkey.
7. To make such payments as are thought necessary to maintain the status quo of JCR facilities (in consultation with the JCR President and Committee).
8. To be responsible for those facilities that require the expenditure of JCR money, including subscription to newspapers and periodicals as mandated by the JCR.
9. To be chiefly responsible for liaising with the Bursary and to represent, with the JCR President, the JCR's interest in charge negotiations.
10. To keep the JCR President and the JCR informed as to the state of the JCR's monies, and to do all within the Treasurer's constitutional power to keep the JCR solvent.
11. To publicise the various "opt-out" schemes.
12. To organise the punt scheme for each summer.
13. To represent JCR interests on Oxford SU council in the absence of a "third delegate" from the JCR.
14. To keep the JCR accounts book up to date and to give them into the bursar in time for the annual review at the end of Michaelmas.
15. To purchase Committee Jumpers for Committee Officers and Freshers' t-shirts and bags each year, for arrival in Hilary term and Fresher's week.
16. To give £50 to the Halfway Hall Committee annually.
17. To organize Committee dinner in Michaelmas and Hilary terms.
18. To order pizza for JCR Meetings.
19. To maintain the art collection fund, keeping records for it and ensuring that it is kept specifically to be enjoyed by JCR Members.

## Vice-President

Elected: Trinity

Term of Office: One Year

Committees: JCR Committee, Joint Consultative Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To advertise JCR meetings (ordinary and extraordinary), as outlined in the constitution.
4. To arrange the agenda for the JCR meeting and publish this by 12:00 on the Saturday preceding the meeting.
5. To minute JCR Committee meetings and publish the results via the JCR Mailing List not more than one week after the meeting.
6. To minute JCR meetings and publish the results via the JCR Mailing List not more than one week after the meeting.
7. To ensure Officers send in reports on their work before midnight on Thursday preceding the JCR meeting, and to ensure that these reports are disseminated to JCR Members along with JCR meeting minutes.
8. To aid and assist the JCR President in all matters relating to the JCR.
9. To represent JCR interests on Oxford SU council in the absence of a “third delegate” from the JCR.
10. To deputise for the JCR President if they are otherwise engaged.
11. To organize Fresher’s matriculation photos in Michaelmas term and act as VP of the Freshers committee.
12. To summarise the motions for JCR meetings to the JCR mail list informing them of the substantial material of each and every motion in no more than two sentences.



## Welfare Officer (Female)

Elected: Michaelmas

Term of Office: One Year

Committees: JCR Committee, College Welfare Committee (Welfare lunch), Equal Opportunities Committee, Oxford SU Welfare Rep Forum

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To provide a focal point for student welfare in college, and act as a signpost to welfare services in college, in the university and more broadly
4. To publish in College all welfare-related information from College/University/Oxford SU/NUS via the welfare board and JCR welfare website.
5. To liaise with Oxford SU in connection with its welfare services, including attendance at the Oxford SU Welfare Rep Forum.
6. To liaise with all other JCR Officers who have a welfare capacity, convening a meeting at least once a term, so as to co-ordinate activities and better serve undergraduate members.
7. To provide (in co-operation with Oxford Sexual Health Service) free condoms for JCR members. To ensure there are condoms available in the welfare pidge at all times.
8. To run Welfare Tea every weekend of term and ensure that every JCR member is welcome at their tea.
9. To represent JCR welfare at College Welfare Lunch once a term.
10. To organise non-clubbing events during Freshers' week in liaison with the Freshers' Week Committee.
11. To liaise with SCR and MCR members as appropriate when College welfare issues are raised.
12. To organise a Corpus Cares Week with the Welfare Officer (Male) every term.
13. To meet with the Dean of Welfare to regularly update the Welfare Document.
14. To circulate the Welfare Document to the JCR on a termly basis.
15. To circulate the Welfare Document to the SCR with an emphasis on new changes.
16. To meet bi-termly with the Academic Affairs Officer and President to discuss issues related to suspended students, and to produce a newsletter to be circulated to them.

## Welfare Officer (Male)

Elected: Trinity

Term of Office: One Year

Committees: JCR Committee, College Welfare Committee (Welfare lunch), Equal Opportunities Committee, Oxford SU Welfare Rep Forum

### Duties:

1. To represent JCR interests on the above committees, and to keep Junior Members informed of developments.
2. To do JCR tea as co-ordinated by the JCR Domestic Officer and to organise a replacement if unable to do tea.
3. To provide a focal point for student welfare in college, and act as a signpost to welfare services in college, in the university and more broadly.
4. To publish in College all welfare-related information from College/University/Oxford SU/NUS via the welfare board and JCR welfare website.
5. To liaise with Oxford SU in connection with its welfare services, including attendance at the Oxford SU Welfare Rep Forum.
6. To liaise with all other JCR Officers who have a welfare capacity, convening a meeting at least once a term, so as to co-ordinate activities and better serve undergraduate members.
7. To provide (in co-operation with Oxford Sexual Health Service) free condoms for JCR members. To ensure there are condoms available in the welfare pidge at all times.
8. To run Welfare Tea every weekend of term and ensure that every jcr member is welcome at their tea.
9. To represent JCR welfare at College Welfare Lunch once a term.
10. To organise non-clubbing events during Freshers' week in liaison with the Freshers' Week Committee.
11. To liaise with SCR and MCR members as appropriate when College welfare issues are raised.
12. To organise a Corpus Cares Week with the Welfare Officer (Female) every term
13. To meet with the Dean of Welfare to regularly update the Welfare Document.
14. To circulate the Welfare Document to the JCR on a termly basis.
15. To circulate the Welfare Document to the SCR with an emphasis on new changes.
16. To meet bi-termly with the Academic Affairs Officer and President to discuss issues related to suspended students, and to produce a newsletter to be circulated to them.

## Women's Representative

Elected: Trinity

Term of Office: One Year

Committees: Equal Opportunities Committee

### Duties:

1. To represent JCR interests on the above committee, and to keep Junior Members informed of developments.
2. To provide a focal point for student welfare in college, with a particular emphasis on women's issues, and act as a signpost to women's welfare services available to Junior Members.
3. To publish in College all women's welfare-related information from College/University and Oxford SU.
4. To liaise with appropriate university societies, distributing any related information about Entz or welfare concerning women's issues.
5. To review the need for the subsidisation of mooncups, and to submit a motion if necessary.
6. Make the Women's Formal an annual event to be organised by the current elected Women's Rep