



# THE STANDING ORDERS

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

**Addendum to the Constitution**  
Returning Officer: Lucas Kirk  
*Trinity Term 2025*  
*2<sup>nd</sup> July 2025*



## ALL JCR OFFICERS

### *Duties:*

1. To keep the JCR, Andrew Glynn Room, and Livingstone Room tidy through cleaning them and reminding others to do the same;
2. To keep the JCR café tidy and to replace, or encourage others to replace, the JCR crockery and cutlery;
3. To respect and encourage the respect of all JCR equipment and to report any damage to the relevant Officer;
4. To maintain an updated and detailed handover document and, upon retirement or resignation, hand this document to the successor;
5. To give digital copies of all documents produced, in the original format, to the Computing and Website Overlord;
6. To attend all JCR Meetings unless apologies are sent to the JCR Executive Committee prior to the meeting;
7. To uphold and maintain the JCR Constitution, Standing Orders, and Mandates Document, and Samten Fund Rules;
8. To host or arrange a substitute to host a JCR Tea no later than 4:00 PM, on the days specified by the Domestic Officer on the JCR Tea Rota, and clean the JCR at approximately 5:00 PM on those same days;
9. To support the work of all others who hold a role within the JCR.



## THE PRESIDENT

*Elected:* Michaelmas Term

*Committees:*

- JCR Committee (Chair)
- Executive Committee
- Academics Committee
- Access Committee
- Ball Committee
- College Sub-committees (as established)
- Computing Committee
- Conference of Common Rooms (when affiliated)
- Development Committee (by invitation)
- Disciplinary Panel
- Equalities Committee
- Equality Committee
- Finance and Bursary (by invitation)
- Governing Body
- JCR Sub-Committees (as established)
- Joint Consultative Committee
- Library Sub-Committee
- PDF/Clubs and Societies fund meeting
- President's Committee
- Proctors termly meeting
- Welfare Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To run the JCR committee and coordinate the activities of all those in JCR positions
4. To chair JCR meetings in accordance with the JCR documents of governance
5. To be responsible for all JCR property
6. To ensure the JCR is respected and looked after
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 Community Officer for junior members
9. To attend Stanford lunch and show the new Stanford cohort around Corpus in zeroth 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 manage the JCR social media
12. To chair the Freshers' Week Committee
13. To publish a weekly president's bulletin
14. To oversee the rent proposal each year
15. To assist in the organisation of all JCR events
16. To actively pursue positive change within the JCR and College
17. To ensure that College doesn't default on promises made to previous JCR Committees
18. To hold termly drop in sessions for JCR members



## THE VICE-PRESIDENT

*Elected:* Trinity Term

*Committees:*

- JCR Committee
- Academics Committee
- Conference of Common Rooms (when affiliated)
- Joint Consultative Committee
- Library Sub-Committee

*Committees (in the absence of the President):*

- JCR Committee (Chair)
- Executive Committee
- Academics Committee
- Access Committee
- Ball Committee
- College Sub-committees (as established)
- Computing Committee
- Development Committee (by invitation)
- Disciplinary Panel
- Equalities Committee
- Equality Committee
- Finance and Bursary (by invitation)
- Governing Body
- JCR Sub-Committees (as established)
- Joint Consultative Committee
- Library Sub-Committee
- PDF/Clubs and Societies fund meeting
- President's Committee
- Proctors termly meeting
- Conference of Common Rooms (when affiliated)
- Welfare Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To report to the JCR any decisions made by these committees in conjunction with the JCR President.
4. To call for agenda items for the JCR meeting 7 days prior to the meeting
5. To advertise all JCR meetings and arrange for the publication of the agenda 24 hours prior to the meeting
6. To minute both the JCR committee meeting and the JCR meeting and to circulate these minutes after the JCR meeting



7. To collect Officers' Reports from all JCR officers on a fortnightly basis in conjunction with JCR meetings
8. To co-moderate the JCR mailing list and social media
9. To aid the President in all JCR matters and deputise when necessary
10. To be the second delegate at Oxford SU (when affiliated) meetings
11. To support students who have any academic concerns, questions or queries and to raise these concerns with the appropriate College bodies
12. To work in conjunction with Subject Ambassadors to support and aid JCR members of any subject
13. To encourage Subject Ambassadors to organise subject based social activities throughout the year
14. To liaise with FreshCom in organising Subject Drinks in zeroth week of Michaelmas Term each year
15. To carry out an informal feedback session for each subject during your time in office and report from this as necessary
16. To work with the Access and Class Officer to maintain Academics-based outreach materials
17. To remind JCR members of the DAP system and work with the Academic Registrar and DAP to maintain this
18. To communicate termly, via newsletter, with suspended Students
19. To support students considering suspension and to signpost them to the relevant services offering support
20. To act as a JCR point of contact for suspended students during their suspension
21. To assist students returning from suspension
22. To maintain a JCR Guide to Suspension document
23. 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.
24. To advertise the 9 month contract application process in Michaelmas Term and to work with the Domestic Bursar, Academic Registrar and JCR president to award 9 month contracts.
25. To organise, overseen by the Domestic Bursar and/or the Dean, the drawing of the Accommodation Ballot during Hilary Term.
26. To organise, along with the Domestic Bursar the hosting of the Accommodation Ballots for 9 month contracts, group ballots and individual ballots.
27. To annually review the balloting process and produce, in Trinity Term an outline to the successes and failures of the ballot held in Hilary.



28. To keep the JCR informed of all developments concerning accommodation.
29. To liaise with the Computing and Website Overlord to update the information on College accommodation on the JCR website when necessary.
30. To attend any and all room surveys and grading tours 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.
31. To encourage the regeneration of College accommodation by College based on the recommendations of the JCR
32. To organise the de-cluttering of the bike-shed at the beginning of Michaelmas term and deal with surplus bikes in a beneficial way to the JCR.
33. To liaise with the President and Treasurer to produce the rent proposal each year
34. To canvass the opinions of the JCR on specific SU agenda items (when affiliated)
35. To email the JCR fortnightly to advertise the motions of an upcoming SU general meeting (when affiliated)
36. To email a summary of the outcomes of the SU general meeting after attending, when affiliated
37. To display SU publications (when affiliated)
38. To propose affiliation with the SU at the first JCR meeting of Trinity term of alternate years
39. To liaise with the University Careers Service and make known the events they organise
40. To liaise with Corpus and University societies that have a career focus
41. To work with the Development Office to assist students in reaching out to alumni
42. To publicise University Careers fairs
43. To maintain the JCR sewing kit
44. To act as guardian of the 4 JCR beds and to organise their leasing out and return by JCR members
45. To ensure all 4 JCR beds are returned to the lockers by the end of each term and investigate non-returns accordingly
46. To oversee the activities of the Returning Officer, the Access and Class Officer, the Arts Officer, the Clubs and Societies Officer, and the Domestic Officer



## THE TREASURER

*Elected:* Michaelmas Term

*Committees:*

- JCR Committee
- Executive Committee
- Finance and Bursary
- Governing Body

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To report to the JCR any decisions made by these committees in conjunction with the JCR President.
4. To manage the JCR accounts and to ensure their annual publication
5. To arrange the payment of monies as mandated through JCR meetings
6. To be the co-signatory of the JCR account, with the JCR President, and to manage the JCR cheque book, bank card and all banking details
7. To propose a termly budget in the first meeting of each term and to consult with all officers regarding this
8. To hold a termly newspaper survey and arrange for the purchasing of these newspapers each term
9. To keep the JCR solvent
10. To explain the levy system and the process of opting out and to act with discretion regarding this
11. To organize the punt scheme each Trinity Term
12. To hold the JCR printing card
13. To attend Conference of Common Rooms in the absence of the President and Vice-President
14. To keep the JCR accounting documentation tidy and present them for the annual audit at the end of your term
15. To give £50 annually to the Halfway Hall committee
16. To organize committee dinners in Michaelmas and Hilary Terms
17. To order pizza for JCR meetings
18. To propose the levy in the 3rd or 4th JCR meeting of every term
19. To organise JCR treats in Trinity
20. To oversee the activities of the Internationals Officer, the Environment and Charities Officer, the Computing and Website Overlord, and the Tortoise Keeper
21. To Chair the Samten Fund
22. To carry out the Samten Fund application process during Hilary Term, as dictated in the Constitution



23. To present the candidates for the Samten Fund at the first meeting of Trinity Term, by seconding the submitted Motions
24. To invest in the successful candidates of the Samten Fund after the first meeting of Trinity Term
25. To conduct a review of the Samten Fund every two years (starting Calendar Year 2025) and determine if it is still required, or if the amount in the Fund needs to be altered.



## THE RETURNING OFFICER

*Appointed:* Trinity Term (2<sup>nd</sup> Week)

### *Committees:*

- JCR Committee
- Executive Committee

### *Duties:*

1. To represent JCR interests on the above committees;
2. To attend all committees unless apologies are sent prior to the committee meeting;
3. To be responsible for all JCR elections and to run and publicise them in accordance with the Constitution;
4. To organise referendums in accordance with the Constitution;
5. To maintain and update all JCR documents of governance and to correct errors as found, which includes grammatical errors and institutional changes of name;
6. To have a detailed knowledge of all JCR documents of governance;
7. To oversee the activities of the President in line with the Constitution and the expressed interest of the JCR.



## Access and Class Officer

*Elected:* Michaelmas

*Committees:*

- JCR Committee
- Access Committee
- Equalities Committee
- SU Access Forum (when affiliated)

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To report to the JCR any decisions made by these committees in conjunction with the JCR President.
4. To attend all College open days and coordinate the interview period in conjunction with subject Ambassadors
5. To produce and maintain a Guide to Interviews
6. To take part in school group Q&A sessions and tours, if and when required by the Admissions Office
7. To organise the College family system, including the allocation of children
8. To welcome Freshers on their day of arrival and introduce them to their College parents
9. To ensure all College parents organize some form of family bonding within the first two weeks of Michaelmas Term
10. To work with the Stanford Representatives to organize College families for Stanford children each term and to encourage family bonding
11. To liaise with the JCR Computing and Website Overlord to ensure the section on admissions of the JCR website is up to date
12. To provide the JCR Computing and Website Overlord with new materials that promote access and outreach
13. To ensure the JCR content on the College website is up to date
14. To liaise with Oxford SU on matters relating to access schemes and admissions and keep the JCR informed accordingly (when affiliated)
15. To keep the prospectus and alternative prospectus up to date, coordinating with the Admissions Office and Tutor for Admissions to do so
16. To maintain a stock of Alternative Prospectuses for open days
17. To provide access-appropriate content for public JCR social media pages
18. To ensure that all Subject Ambassadors and Access Ambassadors fulfil their duties, including attending open days and interviews, and helping out with school visits to the College



19. To produce and distribute a video that can be used as an access resource
20. To help maintain the JCR social media presence
21. To be in communication with the Humans of Oxford programme and ensure the continued existence of Humans of Corpus.
22. To liaise with the College Outreach Officer to organise access volunteer training and outreach training for JCR members.
23. To liaise with the College Outreach Officer to organise the annual Corpus Access Drinks in Michaelmas.
24. To encourage all Subject Ambassadors and Access Ambassadors to carry out school visits and to provide the resources to do this
25. To release an survey on access to the JCR to obtain ideas for improving access and outreach
26. To appoint an Access committee of up to 5 members to help work to develop access at Corpus and delegate Standing Order duties to do so
27. To act as the main contact point for any Socio-Economic related questions, issues or support and to signpost accordingly
28. To publish all Socio-Economic related information released by College, the SU and the University (when affiliated)
29. To be a member of Freshers Committee and to hold a Socio-Economic information session during Fresher's week
30. To organise and advertise Socio-Economic focused events within College, the SU (when affiliated), and the University
31. To assist students in applying for scholarships, grants and funds and signposting their existence to the JCR
32. To fulfil the Standing Orders of an unfilled BME Representative, Disabilities Representative, Faith Representative, or LGBTQ+ Representative, if appointed to do so by the Community Officer (Equalities)



## Arts Officer

*Elected:* Hilary

### *Committees:*

- JCR Committee

### *Duties:*

1. To represent JCR interests on the above committee
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To promote art within the College
4. To arrange for the hiring out of pictures from the JCR Art Collection on a termly basis and advertise the Art Collection's existence
5. To keep the Art Collection in good order and from time to time to purchase new artworks for the Collection if there is desire or demand for a piece in the JCR
6. To continue to maintain and restore the pieces in the art collection based upon necessity and value
7. To ensure the JCR picture frames are filled with artwork and updated as seen necessary
8. To organise an annual Corpus Arts Week
9. To organise or advertise arts-based events each term
10. To display the Art Collection periodically
11. To use the budget for the Arts Officer to ensure the promotion of the arts within College.
12. To encourage the use of College facilities and spaces for the artistic interests of Junior members and to liaise with the Arts-based clubs and societies of Corpus Christi
13. To maintain the Art Collection fund, keeping records for it and ensuring that it is retained
14. To empty and monitor the dehumidifier in the cupboard for arts supplies
15. To help in the production of any artistic materials for the JCR, including resources for access, designs for t-shirts, and posters for events
16. To be in charge of ordering all JCR stash, including for Committee and for Freshers' Week



## Clubs and Societies Officer

*Elected:* Trinity

*Committees:*

- JCR Committee

*Duties:*

1. To represent JCR interests on the above committee
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To organise the College Freshers' Fair in Freshers' Week
4. To organise the Clubs and Societies Budgets with the Dean and JCR President
5. To assist clubs and societies in applying for the Clubs and Societies Fund
6. To help individuals set up new Clubs and Societies in line with the guidelines in the guideline document
7. To organise the Corpus Challenge every year and seek appropriate funds from the JCR Treasurer
8. To organise and purchase annual team photographs of the College's clubs and societies as well as a photograph of the JCR members to be taken by a professional photography company
9. To organise a "Pimms and Rounders" event in Trinity Term
10. To organise JCR sports and entertainment events in collaboration with clubs and societies and with other JCR Officers
11. To promote Corpus' clubs and societies and encourage engagement from the JCR
12. To work with the Computing and Website Overlord to ensure that all information on the clubs and societies section of the website is up to date.
13. To make JCR members aware of the communal sports equipment that is available for them to use and ensure that this sports equipment is in good working order
14. To keep a record of all JCR-owned sports equipment
15. To help JCR members apply to the Personal Development Fund and to the Gym Fund
16. To assist the President's PA in collecting reports from the College clubs and societies for the Pelican Record
17. 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
18. 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



19. To circulate the Personal Development Fund and Clubs and Society Policy Documents at the start of the academic year
20. To ensure all the equipment in the Corpus Gym is in good working order and act as a point of contact for gym-related queries
21. To maintain a list of items granted by the Pelican Fund to be used as a reference, on account of the limit of three years on reapplications for sports kits and the limit of five years on reapplications for other items
22. To collate reports from the recipients of items, the funding for which was granted by the Pelican Fund, on the positive impact of these items on the students of Corpus Christi



## Community Officer (Equalities)

*Elected:* Trinity

*Committees:*

- JCR Committee
- College Welfare Committee
- Equalities Committee (Chair)

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To support students regarding welfare issues, and work to encourage respect and a regard for each other's wellbeing amongst the College community, working with senior members on specific events where appropriate
4. To signpost welfare services within College, in the University, and more broadly
5. To publicise welfare-related information from College
6. To liaise with Oxford SU (when affiliated) in connection with its welfare services
7. To liaise with all other JCR Officers who have a student wellbeing capacity, convening a meeting at least once a term, so as to coordinate activities and better serve undergraduate members
8. To promote the College's counsellor in collaboration with the University Counselling Services
9. To optionally attend counselling with the College's counsellor each term in direct relation to the role of Community Officer
10. To provide, in cooperation with Oxford Sexual Health Service, free condoms for JCR members
11. To ensure that there are condoms available in the wellbeing pidge at all times
12. To attend SU workshops (when affiliated) which pertain to the role of Community Officer
13. To run Welfare Tea each weekend of term and ensure that every JCR member is welcome at Welfare Tea
14. To represent JCR wellbeing at College Welfare Lunch once a term
15. To organise non-clubbing events during Freshers' week in connection with the JCR President



16. To liaise with members of the MCR and SCR as appropriate when wellbeing issues in College are raised
17. To organise a Wellbeing Week in collaboration with the other Community Officers every term
18. To organise care-packages for Finalists during each Trinity Term
19. To administer the Cookie Fairy's email address and organise the delivery of cookies
20. To meet with the Dean of Welfare to regularly help to update the Welfare Document
21. To maintain a strong relationship with the Dean of Welfare and invite each new Dean of Welfare to a JCR Tea in their inaugural term
22. To circulate and publish the Welfare Document to the JCR on a termly basis
23. To circulate the Welfare Document to the SCR with an emphasis on new changes
24. To promote equal opportunities and diversity within Corpus, especially for underrepresented groups
25. To be aware of and promote to the JCR any unprompted events pertaining to class, disability, ethnicity, faith, gender, or sexuality
26. To liaise with the Equalities Committee and JCR members to organise events, each term, that promote diversity and inclusivity
27. To arrange memorial or anniversary events within College, if appropriate, to commemorate, celebrate, or remember events pertaining to class, disability, ethnicity, faith, gender, or sexuality
28. To liaise with the Returning Officer to ensure that the JCR follows Section 3, Clause IV of the Constitution
29. To hold a meeting twice a term of the Equalities Committee
30. To use, and promote the use of, the Four College Fund, where appropriate
31. To organise an annual Unity Week in liaison with the JCR President, the Access and Class Officer, the BME Representative, the Disabilities Representative, the Faith Representative, and the LGBTQ+ Representative, and in liaison with the other Community Officers
32. To appoint a Full Member of the JCR to fulfil the Standing Orders of the unfilled role of the BME Representative, the Disabilities Representative, the Faith Representative, or the LGBTQ+ Representative, if any of those roles is unfilled, with a preference for the Access and Class Officer, the Community Officer (Men's),



the Community Officer (Women's), or any of the aforementioned Representatives

33. To promote any unfilled Representative role relevant to equal opportunities in order to fill it
34. To work with the SU and the SU's campaigns (when affiliated)
35. To work with the Access and Class Officer to assist with access to underrepresented groups
36. To liaise with the JCR President and the other Community Officers in producing the annual wellbeing report



## Community Officer (Men's)

*Elected:* Hilary

*Committees:*

- JCR Committee
- College Welfare Committee
- Equalities Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To support students regarding welfare issues, and work to encourage respect and a regard for each other's wellbeing amongst the College community, working with senior members on specific events where appropriate
4. To signpost welfare services within College, in the University, and more broadly
5. To publicise welfare-related information from College
6. To liaise with Oxford SU (when affiliated) in connection with its welfare services
7. To liaise with all other JCR Officers who have a student wellbeing capacity, convening a meeting at least once a term, so as to coordinate activities and better serve undergraduate members
8. To promote the College's counsellor in collaboration with the University Counselling Services
9. To optionally attend counselling with the College's counsellor each term in direct relation to the role of Community Officer
10. To provide, in cooperation with Oxford Sexual Health Service, free condoms for JCR members
11. To ensure that there are condoms available in the wellbeing pidge at all times
12. To attend SU workshops (when affiliated) which pertain to the role of Community Officer
13. To run Welfare Tea each weekend of term and ensure that every JCR member is welcome at Welfare Tea
14. To represent JCR wellbeing at College Welfare Lunch once a term



15. To organise non-clubbing events during Freshers' week in connection with the JCR President
16. To liaise with members of the MCR and SCR as appropriate when wellbeing issues in College are raised
17. To organise a Wellbeing Week in collaboration with the other Community Officers every term
18. To organise care-packages for Finalists during each Trinity Term
19. To administer the Cookie Fairy's email address and organise the delivery of cookies
20. To meet with the Dean of Welfare to regularly help to update the Welfare Document
21. To maintain a strong relationship with the Dean of Welfare and invite each new Dean of Welfare to a JCR Tea in their inaugural term
22. To circulate and publish the Welfare Document to the JCR on a termly basis
23. To circulate the Welfare Document to the SCR with an emphasis on new changes
24. To publish all men-related information released by College, the SU (when affiliated), and the University
25. To be a member of Freshers' Committee and hold a workshop on consent during Freshers' Week, in collaboration with the Community Officer (Women's)
26. To organise and advertise men-focused events within College, the SU (when affiliated), and the University
27. To fulfil the Standing Orders of an unfilled Representative role if appointed to do so by the Community Officer (Equalities)



## Community Officer (Women's)

*Elected:* Michaelmas

*Committees:*

- JCR Committee
- College Welfare Committee
- Equalities Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To support students regarding welfare issues, and work to encourage respect and a regard for each other's wellbeing amongst the College community, working with senior members on specific events where appropriate
4. To signpost welfare services within College, in the University, and more broadly
5. To publicise welfare-related information from College
6. To liaise with Oxford SU (when affiliated) in connection with its welfare services
7. To liaise with all other JCR Officers who have a student wellbeing capacity, convening a meeting at least once a term, so as to coordinate activities and better serve undergraduate members
8. To promote the College's counsellor in collaboration with the University Counselling Services
9. To optionally attend counselling with the College's counsellor each term in direct relation to the role of Community Officer
10. To provide, in cooperation with Oxford Sexual Health Service, free condoms for JCR members
11. To ensure that there are condoms available in the wellbeing pidge at all times
12. To attend SU workshops (when affiliated) which pertain to the role of Community Officer
13. To run Welfare Tea each weekend of term and ensure that every JCR member is welcome at Welfare Tea
14. To represent JCR wellbeing at College Welfare Lunch once a term



15. To organise non-clubbing events during Freshers' week in connection with the JCR President
16. To liaise with members of the MCR and SCR as appropriate when wellbeing issues in College are raised
17. To organise a Wellbeing Week in collaboration with the other Community Officers every term
18. To organise care-packages for Finalists during each Trinity Term
19. To administer the Cookie Fairy's email address and organise the delivery of cookies
20. To meet with the Dean of Welfare to regularly help to update the Welfare Document
21. To maintain a strong relationship with the Dean of Welfare and invite each new Dean of Welfare to a JCR Tea in their inaugural term
22. To circulate and publish the Welfare Document to the JCR on a termly basis
23. To circulate the Welfare Document to the SCR with an emphasis on new changes
24. To publish all women-related information released by College, the SU (when affiliated), and the University
25. To be a member of Freshers' Committee and hold a workshop on consent during Fresher's Week, in collaboration with the Community Officer (Men's)
26. To organise and advertise women-focused events within College, the SU (when affiliated), and the University
27. To hold an annual Women\*'s Formal each year and publicise the date one term in advance
28. To organise the purchase of sanitary products and store some on each College site
29. To fulfil the Standing Orders of an unfilled Representative role if appointed to do so by the Community Officer (Equalities)



## Domestic Officer

*Elected:* Michaelmas

*Committees:*

- JCR Committee
- Food Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To send out a termly food survey prior to the Food Committee Meeting and use the information collected accordingly
4. To ensure that a termly food meetings takes place and are attended by at least the Domestic Bursar, the JCR Domestic Officer, and the Head Chef
5. To hold an annual survey regarding the content of the vending machine
6. To manage the JCR café, which includes the following: ensuring all appliances work and are clean/hygienic, ensuring the coffee machine and vending machine are stocked, ensuring the café is clean and tidy, ensuring the café is always stocked with clean mugs and spoons, and ensuring that there is always a supply of tea, coffee, milk, et cetera
7. To email the JCR daily menus for Lunch and Dinner
8. To run a ballot for Formal Hall each Friday
9. To organise all other occasional Formals
10. To organise the JCR Tea rota at the start of each term for all JCR Officers and Representatives
11. To circulate, pin on Facebook, and physically display the rota and hold accountable those who forget to do their JCR Tea
12. To liaise with the JCR President for a special JCR Tea on Friday of 8<sup>th</sup> week each term
13. To buy biscuits, including suitable Vegan options, for JCR Tea
14. To liaise with the Internationals Student Officer and Head Chef to organise internationally-themed Formals each term
15. To keep the JCR's grotto tidy and annually clear it out



## Entz President

*Elected:* Michaelmas

*Committees:*

- JCR Committee
- Entz Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To organise bops and other social events for the JCR and publicise these events in a timely manner
4. To tidy up after any JCR social event or bop organised
5. To liaise with the appropriate College staff, such as the Dean and the Buttery Manager, in pursuance of these duties
6. To liaise with organisers of events and club night hosts to obtain tickets, including discounted tickets, for events that Corpuscles show interest in
7. To organise entertainment during Freshers' Week and liaise with the JCR President in their role as chair of Freshers' Week Committee
8. To ensure the running of the Pub Quiz in Michaelmas, Hilary and the start of Trinity
9. To maintain all JCR-owned entertainment equipment including sound, gaming, and the television
10. To keep a record of all the JCR-owned entertainment equipment
11. To check all JCR-owned entertainment equipment for damage after each vacation and report any damage to the Bursar
12. To form a Halfway Hall Committee at the start of Hilary Term every year
13. To liaise with the Clubs and Societies Officer to organise post-Challenge entertainment for the years when the Corpus Challenge is held in Oxford



## **Entz Officer (External)**

*Elected:* Hilary

*Committees:*

- JCR Committee
- Entz Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To organise bops and other social events for the JCR and publicise these events in a timely manner, in conjunction with the Entz President
4. To tidy up after any JCR social event or bop organised
5. To organise external social events throughout each term
6. To organise, or aid in the organisation of, at least 2 nonalcoholic events per term
7. To liaise with the appropriate College staff, such as the Dean and the Buttery Manager, in pursuance of these duties
8. To organise entertainment during Freshers' Week
9. To ensure the running of the Pub Quiz in Michaelmas, Hilary and the start of Trinity
10. To maintain all JCR-owned entertainment equipment including sound, gaming, and the television
11. To assist the Tortoise Keeper and President in the organisation of the Tortoise Fair
12. 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
13. To liaise with the Entertainment President regarding events

**Entz Officer (Internal)**

*Elected:* Trinity

*Committees:*

- JCR Committee
- Entz Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To organise bops and other social events for the JCR and publicise these events in a timely manner, in conjunction with the Entz President
4. To tidy up after any JCR social event or bop organised
5. To liaise with the appropriate College staff, such as the Dean and the Buttery Manager, in pursuance of these duties
6. To organise entertainment during Freshers' Week and liaise with the JCR President in their role as Chair of Freshers' Week Committee
7. To be jointly responsible with the Entz President and the President for the ideation of Freshers' Week
8. To ensure the running of the Pub Quiz in Michaelmas, Hilary, and the start of Trinity
9. To maintain all JCR-owned equipment including sound, gaming, and the television
10. To assist the Tortoise Keeper and the President in the organisation of the Tortoise Fair
11. To put on at least two non-alcoholic events per term
12. To run the Corpus Beer Cellar Facebook page and promote the use of the Beer Cellar
13. To consult with the JCR members, the Buttery Manager, the College Bartender, and with any other relevant members of College on issues relating to the Beer Cellar
14. To liaise with the Entz President regarding events, including Pub Quizzes and Bops



## Environment and Charities Officer

*Elected:* Trinity

### *Committees:*

- JCR Committee
- Sustainability Sub-Committee

### *Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To ensure the JCR fulfils its environmental and ethical obligations as a member of the Oxfordshire community
4. To publicise information and events on a University and Collegiate level to the JCR
5. To annually review the environmental and ethical impacts of the JCR and work to improve them
6. To coordinate environmental and ethical campaigns where appropriate
7. To liaise with JCR members ordering stash to ensure that where possible items purchased use Fair-trade certified materials and avoid plastic-based fabrics such as polyester, nylon and acrylic
8. To liaise with JCR Officers purchasing food and drink to encourage the purchase of ethical products with a low environmental impact
9. To organise Corpus Environment and Ethics week
10. To manage the ordering and selling of Corpus reusable Keep Cups to the JCR, MCR, and SCR
11. To work with the Domestic Officer to encourage Hall and the kitchens to reduce their environmental impact
12. To run a food collection at the end of each term and to donate collected food to an appropriate charity, such as the Oxford Food Bank
13. To liaise with Oxford, Raise and Give (RAG) committee and publicise their events
14. To organise a charities ballot consisting of a period of nominations and, in the event of more than 6 nominations, voting prior to 5<sup>th</sup> week each term
15. To ask the Treasurer to divide the charities levy between the 6 winning nominations proportionate to their number of votes
16. To announce the results of charities ballot at the 6<sup>th</sup> week JCR Meeting
17. To contact periodically the charities which the JCR supports and produce an annual report showing the impact of the donations to these charities



18. To liaise with and support the Tortoise Keeper in the organisation of the annual tortoise fair
19. To provide the JCR with volunteering opportunities within the local community
20. To organise a minimum of 2 charities events each term to raise money and awareness within College
21. To encourage charitable giving schemes within College and to liaise with all common rooms to promote them
22. To propose a motion each Michaelmas to donate £30 to nightline
23. To propose a motion to set the Charities Levy in the 3<sup>rd</sup> or 4<sup>th</sup> JCR Meeting of Trinity term



## International Students Officer

*Elected:* Trinity

*Committees:*

- JCR Committee
- Access Committee
- Equalities Committee

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To be a point of contact in College for all international students
4. To welcome first-year international students when they arrive at the start of Freshers' Week
5. To organise a meal out for international students on the Sunday of Freshers' Week
6. To organise social events for international students throughout each term
7. To attend Stanford lunch and Stanford tea and to act as a point of contact for Stanford Exchange Students during their stay
8. To liaise with the Access and Class Officer to promote international access and encourage international school visits
9. To arrange international and 100-mile-plus storage in College between Michaelmas and Hilary and between Hilary and Trinity
10. To ensure all items left in storage are collected or disposed of appropriately each term
11. To organise storage for students over the long vacation
12. To organise internationally-themed formals in cooperation with the Domestic Officer



## **BME Representative**

*Elected:* Hilary

*Committees:*

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To act as the main contact point for any BME-related questions, issues or support, and signpost accordingly
4. To publish all BME-related information released by College, the SU (when affiliated), and the University
5. To organise at least one BME Formal each year
6. To be a member of Freshers' Committee and hold a BME informational session during Freshers' Week
7. To organise a social event during Freshers' Week for those who are BME
8. To organise and advertise BME-focused events within College, the SU (when affiliated), and the University
9. To work with the Access and Class Officer to overcome access issues relating to BME applicants
10. To fulfil the Standing Orders of an unfilled Disabilities Representative, Faith Representative, or LGBTQ+ Representative, if appointed to do so by the Community Officer (Equalities)



## **Computing and Website Overlord**

*Elected:* Trinity

*Committees:*

- JCR Committee (optional)

*Duties:* None



## Disabilities Representative

*Elected:* Hilary

*Committees:*

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To act as the main contact point for any disabilities-related questions, issues or support, and signpost accordingly
4. To publish all disabilities-related information released by College, the SU (when affiliated), and the University
5. To be a member of Freshers' Week Committee and hold a disabilities informational session during Freshers' Week
6. To organise and advertise disabilities-focused events within College, the SU (when affiliated), and the University
7. To demand students termly to send the Academic Registrar the names of any new tutors and permission to share their DAS statement
8. To work with the Access and Class Officer to overcome access issues relating to disabilities
9. To fulfil the Standing Orders of an unfilled BME Representative, Faith Representative, or LGBTQ+ Representative, if appointed to do so by the Community Officer (Equalities)



## Faith Representative

*Elected:* Hilary

*Committees:*

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To act as the main contact point for any faith-related questions, issues or support, and signpost accordingly
4. To publish all faith-related information released by College, the SU (when affiliated), faith-based societies, and the University
5. To organise and advertise faith-focused events within College, the SU (when affiliated), and the University
6. To support students of faith and signpost them to appropriate welfare services
7. To fulfil the Standing Orders of an unfilled BME Representative, Disabilities Representative, or LGBTQ+ Representative, if appointed to do so by the Community Officer (Equalities)



## LGBTQ+ Representative

*Elected:* Hilary

*Committees:*

*Duties:*

1. To represent JCR interests on the above committees
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To act as the main contact point for any LGBTQ+-related questions, issues or support, and signpost accordingly
4. To publish all LGBTQ+-related information released by College, the SU (when affiliated), LGBTQ+ societies, and the University
5. To be a member of Freshers' Committee and hold an LGBTQ+ informational session during Freshers' Week
6. To organise a social activity during Freshers' Week for those who are LGBTQ+
7. To organise and advertise LGBTQ+-focused events within College, the SU (when affiliated), and the University
8. To support questioning and LGBTQ+ students and signpost them to appropriate welfare services
9. To publicise their attendance at the first OULGBT Society meeting in Michaelmas in order to act as a companion for any else wishing to attend
10. To fulfil the Standing Orders of an unfilled BME Representative, Disabilities Representative, or Faith Representative, if appointed to do so by the Community Officer (Equalities)



## Poet Laureate

*Elected:* Trinity

*Committees:*

- JCR Committee (optional)

*Duties:*

1. To write a poem for each JCR Meeting and orate that poem at the start of each Ordinary JCR Meeting
2. To write poems whenever mandated by the JCR, and whenever the incumbent has the necessary inspiration, and display these outpourings
3. To write poems in the event of any extraordinary events within the JCR to commemorate them
4. To ensure that the 20th November, being the JCR's founding date (in 1797) shall be celebrated
5. To maintain the poetry book during their time in office
6. To record in the poetry book any poetry they write



## **Tortoise Keeper**

*Elected:* Michaelmas

*Committees:*

- JCR Committee (optional in Michaelmas and Hilary but mandatory in Trinity)

*Duties:*

1. To represent JCR interests on the above committee
2. To attend all committees unless apologies are sent prior to the committee meeting
3. To organize the Tortoise Fair to raise money for a JCR-elected charity in Trinity Term
4. To liaise with the relevant authorities in college in a timely manner to ensure a successful fair
5. To add a report on the fair to the Tortoise Fair file including an account of expenses, including those that may benefit a future Tortoise Keeper
6. To only use a gas barbecue at the Tortoise Fair and arrange this in a timely fashion
7. To store all Tortoise Fair items tidily within the JCR
8. To look after the interests of the Corpuscular tortoise at all times, sacrificing everything to ensure their well-being
9. To arrange outings for the Corpuscular tortoise, allowing it to interact with the JCR members



## **Access Committee member**

*Appointed:* Hilary

*Committees:*

- Access Committee

*Duties:*

1. To help the Access and Class Officer in providing ideas and suggestions to improve access at Corpus
2. To help update and maintain the JCR website, the Alternative Prospectus, and the JCR's online presence
3. To help produce the Access Video
4. To work with Humans of Oxford and Humans of Corpus