

- c. Familiarise themselves with next year's Executive and begin planning with Vice-Presidents-Elect, Treasurer Elect and current President for Freshers' Week.

## 7.6 THE HUS JCR TREASURER-ELECT

### 7.6.1 The Treasurer-Elect shall:

- a. Assist the Treasurer wherever necessary.
- b. Work with the Treasurer, President, President-Elect and Office Manager to prepare the annual budget presentation to the final HUS F&GP Meeting of the academic year, where necessary.
- c. Familiarise themselves with the Bursar, Finance Officer and Office Manager, and familiarise themselves with the HUS office.
- d. Familiarise themselves with next year's Executive and begin planning with the President Elect, Vice-Presidents Elect, and current President for Freshers' Week.

## 8 THE EXECUTIVE COMMITTEE

### 8.1 ACADEMIC AFFAIRS AND LIAISON OFFICER

#### 8.1.1 There shall be one Liaison Officer and Academic Affairs and they shall:

- a. In liaison with the Tutorial Office, organise student workers to help with the interview period, at the end of Michaelmas Term, and Open Days which may be out of term time.
- b. Arrange College Families during the Summer Vacation, and hold regular events with a family focus. This shall include working with the Ents officers to arrange family events in Freshers' Week.
- c. Hold trials for a University Challenge team in Michaelmas Term, choose the team, and then be responsible for their liaison with the TV production company.
- d. Allocate Subject Representatives at the beginning of Easter Term for the following academic year; create a document outlining their roles and responsibilities; and remain in contact with them over the year.
- e. Where possible, help to show visitors around Homerton or arrange for other students to do so.
- f. Maintain good relations with the Tutorial Office.
- g. Be responsible for academic matters arising at Executive Meetings and Open Meetings, and the relaying of these matters to the relevant staff or Committees.
- h. Raise awareness of Homerton-run Study Skills sessions, CUSU Study Skills Sessions and academic support beyond the HUS JCR.
- i. Work in the interests of the academic welfare of students including providing access to practical help and support for individuals and groups.

#### 8.1.2 Committees:

- a. CUSU Academic Affairs Officers Meeting
- b. Educational Policy Committee Meeting
- c. Changemakers Steering Group

### 8.2 CAREERS AND DEVELOPMENT OFFICER

#### 8.2.1 There shall be one Careers and Development Officer and they shall:

- a. Lead in the organising of HUS careers events, and support the College's alumni mentoring scheme, in liaison with the Development Office and the Bursar's Office
- b. Support and publicise all fundraising and careers events, talks and workshops organised by the HUS and/or College.
- c. During the summer, seek out partnership opportunities with local and national companies, and invite them to the Freshers' Fair and Careers' Fair where relevant. The Careers and Development Officer shall work with the Vice-President Internal to ensure these events are well organised.
- d. Publicise any job, volunteering or personal development opportunities to students via email and/or social media.
- e. Work with the Tutorial Office on the programme for Personal Development to ensure they are tailored to students' key needs.

#### 8.2.2 Committees:

- a. Changemakers Steering Group

### 8.3 COMMUNICATIONS OFFICER

#### 8.3.1 There shall be one Communications Officer and they shall:

- a. Work in conjunction with other Union members and Executive officials (especially the Vice-President Internal) to communicate effectively and publicly with the wider student body. This shall include, but not be limited to, promotion of:
  - i. Forthcoming Events
  - ii. HUS JCR Liberation Campaigns
  - iii. HUS JCR elections, meetings and policy.
- b. Be aware of all major developments in College affecting members of the Union and act as a central point of reference and information.
- c. Organise the collection and adding of email addresses for the HUS JCR Email Bulletin.
- d. Collate information to be sent out in weekly HUS JCR Email Bulletins.
- e. Along with the President, compile a 'Freshers Guide' to send to new students over the Summer Vacation via email. They shall also ensure that a 'PGCE Guide' is sent out in collaboration with the MCR.
- f. Constantly consider new methods of communication and publicity and endeavour to minimise apathy and improve awareness throughout the College.
- g. Develop, maintain and effectively use the HUS JCR Website and Facebook groups.
- h. Be primarily responsible for the distribution and management of the HUS notice boards.
- i. Regularly update the HUS social media accounts with relevant and engaging images.

#### 8.4 ENTERTAINMENTS OFFICERS

8.4.1 There shall be two Entertainments Officers and they shall:

- a. Provide quality, varied and regular entertainments for students throughout the academic year.
- b. Liaise with the Support Team to organise undergraduate Freshers' Week. They shall discuss and relay these plans to the wider team.
- c. Manage the organisation of three bops per undergraduate term, excluding during quiet period. This shall be done in compliance with the HUS Bop Procedures.
- d. Produce, in consultation with the President and relevant College officers, a termly schedule of events to include a minimum of a planned event every fortnight.
- e. Oversee the use of the Junior Common Room ensuring facilities fit the needs of the members of the HUS JCR and that the JCR Code of Conduct is being adhered to.
- f. Ensure that College events are as inclusive and varied as possible.
- g. Be the first point of contact for students and societies wanting to organise events in College venues.
- h. Liaise with the catering and bar staff in the organisation and promotion of regular HUS JCR internal entertainments.
- i. Ensure, alongside the Communications Officer, that HUS JCR events are sufficiently publicised to the student body using social media, email lists, the HUS website and physical publicity material displayed around college.
- j. Liaise with the HUS MCR to organise events for the entire student body and to communicate when necessary with the MCR entertainments officers.
- k. Work with HUS Welfare Officers and relevant Liberation Officers and Co-optos to aid the co-ordination of welfare events and autonomous campaign events.

8.4.2 Committees:

- a. Bar and Catering Committee

#### 8.5 SERVICES & GREEN OFFICER

8.5.1 There shall be one Services & Green Officer and they shall:

- a. Liaise with the college Accommodation Officer; Estates; Housekeeping; Maintenance; Head Porter; Conference and Catering, and the MCR (where applicable.)
- b. Complete Fire Warden Training at the start of the academic year.
- c. Liaise with the Catering Manager and other relevant parties to ensure the catering services meet student needs.
- d. Organise storage facilities during the vacations, including the implementation of deadlines, fees and fines.
- e. Deal with student complaints concerning any services provided by college, providing a timely response in all cases.
- f. Promote and encourage environmentally friendly policies and practices within the HUS JCR and the College, particularly in on-site accommodation blocks
- g. Oversee the appointment of a Services & Green Co-opt, to aid the day-to-day running of the HUS JCR's Services operations and Green initiatives.

8.5.2 Committees

- a. Health and Safety Committee
- b. Bar and Catering Committee

#### 8.6 SPORTS OFFICER

- 8.6.1 There shall be one Sports Officer and they shall:
- a. Provide co-ordination and leadership of the HUS affiliated sports teams
  - b. Work closely in conjunction with the Treasurer to ensure that all sub payments are collected and submitted.
  - c. Communicate with all sports captains to ensure they are informed about HUS policy, health and safety information and subs.
  - d. Create and maintain a list of the names and contact details of all sports captains of HUS affiliated teams, and distribute it to the relevant College officers.
  - e. Issue charges, at the discretion of the HUS JCR and/or Dean, to those who miss payment deadlines.
  - f. Liaise with sports captains to co-ordinate all pitch and room bookings, and to relay this information to the relevant College officers.
  - g. Organise annual sports team photos in either Lent or Easter term.
  - h. Report all entries in the Sports Incident Book at termly Health and Safety Committee meetings.
  - i. Work with the President to co-ordinate the daily running and maintenance of the College gym.
  - j. Publicise College sports matches and results in an accessible manner to the student body, and continually promote student engagement in College sports.
  - k. Work with the HUS committee and the College Bursar to seek out funding opportunities for College sport.
  - l. Work to ensure sport in College is as inclusive as possible to all Homerton students.
- 8.6.2 Committees:
- a. Health and Safety Committee

#### 8.7 TARGET AND ACCESS OFFICER

- 8.7.1 There shall be one Target and Access Officer and they shall:
- a. Promote increased access to Homerton College amongst students of all ages and socioeconomic backgrounds.
  - b. Work to promote increased access to the wider University of Cambridge, primarily through working in close liaison with the CUSU Access Officer.
  - c. Liaise with the College, in particular the Schools Liaison Officer, to ensure that its admissions procedures enable students from all backgrounds to gain entry.
  - d. Appoint an individual or a team of Target and Access Co-opts and work alongside the Liberation Officers to ensure that access is made as wide as possible to include mature students, BME students, students with disabilities, LBGT+ students and female students, both before and after matriculation.
  - e. Researching considerations that affect students' applications i.e. cost of living.
  - f. Monitoring ratios of students applying, and being accepted to Homerton College and the University.
  - g. To co-ordinate access efforts such as Inside Homerton, Homerton Shadowing Scheme and the Yorkshire Tour.
  - h. Work closely with the Admissions Officer and Schools Liaison Officer.
- 8.7.2 Committees:
- a. CUSU Target and Access Meetings

#### 8.8 WELFARE OFFICERS

- 8.8.1 There shall be three Welfare Officers.
- 8.8.2 Within this team of three Welfare Officers, at least two genders must be represented, unless all candidates identify as the same gender.
- 8.8.3 In all circumstances, the two candidates with the most votes shall be appointed as Welfare Officers.
- 8.8.4 In the event that the two candidates with the most votes identify as the same gender, the third appointed Welfare Officer shall be the candidate with the next highest number of votes who identifies as a different gender to the first two candidates with the most votes, unless all candidates identify as the same gender.
- 8.8.5 Each Welfare Officer shall:
- a. Along with the other Welfare Officers, run welfare events throughout the academic year, with particular emphasis on Freshers' Week, Week 5, and exam term.
  - b. Maintain up-to-date information on the HUS JCR website, and adequately publicise welfare events to students via email or Facebook. This may include helping College officers draft updated safety policies.

- c. Attend CUSU Welfare training and meetings throughout the year. If they cannot attend in person, they should endeavour to send a Co-opt..
- d. Oversee the appointment of a team of Welfare Co-opts, to aid the day-to-day running of the HUS JCR's welfare operations.
- e. Ensure in conjunction with the wider Executive that a Gender Equality Officer is appointed who should attend CUSU Women's meetings and liaise with the CUSU Women's Officer and the HUS JCR Welfare team. Likewise the Welfare Officers should oversee the appointment of a LBGT+ Officer, a Disabilities Officer, an International Officer and a Black and Ethnic Minorities Officer.
- f. Provide accessible information on issues such as AIDS, alcohol abuse, rape, mental health, stress, harassment, eating disorders, contraception, pregnancy, drug abuse, smoking, finance, and LBGT+ issues. This should be carried out in conjunction with the Student Health Advisor, with whom the Welfare Team should build an effective communication.
- g. Have sufficient knowledge of the various welfare and counselling organisations within Cambridge to be able to supply students in need of help with informed and useful advice. They should be willing to attend training events if necessary.
- h. Be available to all students to act confidentially on their behalf during term times.
- i. Share responsibility with the other Welfare Officers and the President for the staffing of a term-time welfare phone.
- j. Have a basic knowledge of First Aid, and so be confident dealing with inebriated or unwell students until further help arrives.
- k. Liaise closely with the College Tutors and other pastoral officers including the Senior Tutor. This shall include attending College tutor meetings.
- l. Meet regularly with the MCR Welfare Officer(s), when relevant, to combine campaigns and maintain good welfare provision for all students.
- m. Comply with all relevant College policies, including but not limited to the College Sexual Assault and Harassment Policy.

#### 8.8.6 Committees:

- a. Tutor Meetings
- b. Pastoral Team Meetings
- c. Equal Opportunities Committee

## 9 LIBERATION OFFICERS AND CO-OPTED MEMBERS

### 9.1 GENERAL RESPONSIBILITIES

- 9.1.1 Liberation Officers/Co-opted members of the HUS JCR may attend Executive meetings but do not have a vote. Co-opted members will be required to attend at least one Executive meeting each term, and all Open Meetings and Hustings.
- 9.1.2 Every Liberation Officer/Co-opted member will be given the option to, and will be actively encouraged to, participate in office hours and bop shifts, where they will be expected to carry out the same role as Executive members.
- 9.1.3 No HUS JCR Executive member may, in the first instance, apply for any co-opted position. In the event of no applicants from the wider student body after two rounds of publicity then an HUS JCR Executive member may carry out the role with the approval of a quorate HUS JCR Open Meeting.

### 9.2 REPRESENTATIVE STUDENT FORUMS

- 9.2.1 'Representative Student Forums' refers to the six forums for students within the HUS JCR, which mirrors the six CUSU Autonomous Campaigns (Women's (Gender Equality), BME, LBGT+, Disabled, International, Class Act).
- 9.2.2 The membership of these Representative Student Forums shall be comprised of any student who self defines as a member of the particular minority that the forum represents, or any student who is an ally who does not self-define as a member of the minority group.
- 9.2.3 The principal responsibility of each of the Representative Student Forums shall be to raise issues within the HUS JCR Executive that are pertinent to the minority that the particular Forum represents.
- 9.2.4 These positions should be filled by any student who self defines as a member of the particular minority group that the forum represents. Any of these positions can be applied for by joint candidates if justification for this is accepted by the President.

### 9.3 BLACK AND ETHNIC MINORITIES OFFICER (BME OFFICER)

- 9.3.1 The Black and Ethnic Minorities Officer (BME Officer) shall: