

JCR HANDOVERS → WHAT YOUR JOB ON THE JCR WOULD BE!

ALL OFFICERS MUST:

- Attend fortnightly JCR Meetings
- Steward 3-4 events throughout the year, notably during freshers week

President

Meetings sat on: Governing Body, JMA Exec Trustees, CUSU Council, Student Representatives, General Purposes Committee, Health and Safety, Events, Estates, Development, Investments Advisory, Milner Walton

Hours spent on the role on a weekly basis: Varies a lot through term. On a good week, maybe 15 hours. On a bad week, easily 5 hours a day. On average I would say approximately 20 hours a week including meetings.

What are you expected to do in your role:

- Attend approximately 3-4 meetings a week. This requires papers to be written and submitted and a fair quantity of reading before hand
- Chair fortnightly JCR Meetings
- Run Fitz JCR twitter/instagram/facebook alongside VP
- Email notices out
- Take a lead in college campaigns
- Steward

Projects to carry forward:

- Campaign for the REAL Living Wage
- CUT THE RENT – do not stand for anymore than 2.5%
- Divestment (see me for details)
- Welfare/Tutorial reform
- Concerning ents – are we helping students or are we just exploited by college staff by providing student entertainment? Worthy of further discussion
- D, E, F refurbishment discussions
- More money for the JCR budget!
- Prayer Room
- Scholars ballot (see Poppy's notes)
- Bring back Fitz Crush Friday!

Vice President

Meetings sat on: General Purposes Committee, Governing Body, Food and Beverages, Accommodation and Housekeeping

Hours spent on the role on a weekly basis: It varies hugely throughout the year, on average maybe 4/5 hours but this goes up considerably during the housing ballot, when organising college families, freshers' week and some weeks when it seems like all the meetings coincide.

What are you expected to do in your role: There are 2 main parts to my role; organising the undergraduate housing ballot (2nd, 3rd and confirmed 4th years), and arranging college families. The role is also very much a supporting role, the VP is there to help not only the President but all of the sub-comms such as Ents, Welfare, T&A etc. If any team has a project they need help with or anything at all really, the VP is there to support.

Projects to carry forward: Continuing to fight for a larger budget, as usual, and more control over the bank account. Appreciate that the JMA sets its budget in November, so you will work to get the max grant for the next committee.

Treasurer

Meetings sat on: General Purposes Committee, JMA Exec Trustees, Governing Body

Hours spent on the role on a weekly basis: 5-14 depending on time of term.

What are you expected to do in your role: Manage the budget. Avoid making a loss but avoid ripping off the freshers on their gowns. Provide weight in meetings.

Projects to carry forward: In terms of the Housing Ballot, in the current system the VP gives up a considerable amount of time to organise and run the ballot. Making the system electronic may help but this is definitely an area that can be improved upon. It would also be useful to get feedback about college families as well as try to establish more family events throughout the year.

Academic Affairs Executive

Meetings sat on: Education Committee

Hours spent on the role on a weekly basis: 1-2 hours

What are you expected to do in your role: You are EXPECTED to attend the Education Committee Meetings - these happen once a term. You are expected to be a student voice at these meetings and feedback any concerns students have expressed to you. You are also required to work with the ents committee to produce the Freshers/Refreshers Pub Quiz. In Michaelmas term it will also be your responsibility to run the University Challenge Try Outs in hopes of ultimately

selecting a team. What you MAY do includes running drop in sessions once a week, or at least in Week 5 when work is hectic, but beyond this the role is what you make of it.

Projects to carry forward: SCHOLARS BALLOT - and I CANNOT STRESS THIS ENOUGH - DO NOT REST UNTIL COLLEGE HAS ACTED UPON THE DEMOCRATIC MANDATE GIVEN TO IT BY STUDENTS AND ABOLISHES THE DAMN THING - Please also work with green officer to sort out recycling bins in the library.

Ethical Affairs Executive

Meetings sat on: Environmental Committee

Hours spent on the role on a weekly basis: 4-5 depending on events/ meetings you're running/attending

What are you expected to do in your role: Attend the Environmental Committee meetings once a term - this is the best chance to communicate with college staff any plans you have/ things that you want them to change etc. Run Environmental Workshops during Freshers' Week and collate everything into an info pack to be sent out. Along with the Green Officer and MCR Environmental Officer there is the end of year recycling scheme to be run and coordinated with housekeeping and the kitchen staff. During Green Week (usually beginning of Lent term), an Ethical Formal is usually organised, as well as other green events - could be film screenings, debates etc (whatever you want really!).

Projects to carry forward: Collection of items to be recycled at specialist points (crisp packets, stationary etc...); Green Impact scheme - working with the Environmental Committee to get staff onboard with this; Keep recycling info updated - liaise with housekeeping and buttery staff (for compost) for college and houses; Extending compost scheme to outside houses?; Greenwich House Biodiversity working group (ongoing project, let me know if you're interested in this!); Divestment is an ongoing issue which may or may not be resolved in the near future - watch this space for updates!

Green Officer

Meetings sat on: Environmental Committee, Investment working groups

Hours spent on the role on a weekly basis: 3-4 hours

What are you expected to do in your role:

- Attend the environmental committee meetings
- Attend the JCR meetings
- Attend other meetings that may be relevant eg divestment, housekeeping, catering

- Run the environmental workshops during freshers week
- Take charge of the compost scheme liaising with housekeeping and catering
- Raise awareness about environmental issues
- Make sure that the JCR Environmental Policy is enforced at JCR events
- Be a member of the Hedgehog Friendly Campus Workgroup
- Pushing the college towards becoming more environmentally conscious

Projects to carry forward:

- Fitz Off will need to be organised in Lent term → Needs to be advertised by email and Facebook (we found an effective way of doing this was by doing a 3 day countdown so no one can increase energy spending the week before) Inform people of cash prize, why saving electricity is important and tips on how to do it. You will get more information (such as dates etc) from the Fellow Environmental Officer
- Join the Hedgehog Friendly Campus working group , Trying to get certified as a hedgehog friendly campus - May involve raising awareness and some liaising with the Head Gardener
- I will be able to add you to the slack group
- This is a job that you can put as little or as much into; an opportunity to go all out and work with other colleges creating hedgehog corridors around Cambridge etc
- The JCR Environmental Guidelines document must be followed by all JCR run events - GET THIS DOCUMENT TAKEN TO THE JMA TO BE VOTED ON
- Will become guidelines that must be followed at all JCR run events, university wide
- Compost scheme should now be running . If not:Chase up council to deliver around 40 (free!!) compost caddies and get a way to bulk buy the paper bin liners.Get corridors in college to opt in to having one. Each corridor must have a representative who is responsible for making sure that the corridor is emptying the compost bin regularly. If yes: Either go in the direction of pushing compost bins to be compulsory in all college kitchens (not much effort emptying it behind the buttery). Or, try and extend the scheme to outside houses
- End of Year recycling is organised by you!
- People leave behind crockery and non-perishable food in kitchens after Easter term, this is collected and stored over the summer, it is then made available for people to claim in Michaelmas for free! You need to a) find volunteers to collect everything from the kitchens once term finishes b) organise a space where it is stored (usually fellows office) c) make it available to all start of the new year (put in JCR?) Liaise with housekeeping on this
- Keep pushing to make buttery and café more sustainable
 - o better and more vegan options
 - o could try to get rid of ruminant meat (University catering has so is possible)
 - o meals could be annotated by food miles, CO2 emissions (traffic light system)??

- Currently in the middle of catering trying to change their waste disposal company
- Fitz's takeaway boxes, plastic bar cups and takeaway coffee cups are all compostable, but not recyclable, however Cambridge council can't compost them. Trying to switch to a company that can. Keep pushing to get them to change as this is all just going landfill at the moment. Or, since this has been going on for almost a year, could try and scrap this compostable vegware and bioware, since it is not being composted, and try to get recyclable containers?
- Also, maybe make poster (similar to the one on the café door) saying people save 12p when they don't get T/A and bring their own Tupperware/plates
- DIVESTMENT: Join working group and will get updated. This will be A LOT OF WORK
- Some ideas of extra stuff to do that I did and were successful or I wish I had time to do:
 - o Green formal (talk to catering (Richard, the exec chef) about sustainable and local food (maybe even just veggie) and get a speaker for beforehand (hire out Upper Hall), JCR budget should cover speaker's meal
 - o Vegan potluck in JCR, just advertise on FB
 - o Clothes swap??
 - o Regarding C-Sunday, to try and combat the mess left on Jesus Green I put a post on Official Fitz and everyone who liked got a recycling bag put in their pidges to take with them to put their rubbish in
- Run Environmental Workshops during Freshers week

Ents Officer A

Meetings sat on: 0

Hours spent on the role on a weekly basis: It depends on the events the team have decided to run. One week, it could be stewarding a bop for a few hours in the evening and the next it could be more time intensive. Freshers Week was very busy, as was 'refreshers'. JCR meetings are at weekends and last a bit over an hour.

What are you expected to do in your role: Mostly you help the Ents Exec run all the events they want to run, but you can also suggest new ideas. This involves organising and stewarding events like the bar crawl, Fitz Sessions, Fitz Up and bops.

Projects to carry forward: New ideas for non-drinking events throughout the term would be really welcome. Carrying on the success of having regular Fitz Sessions with good acts would also be good.

Ents Officer B

Meetings sat on: 0

Hours spent on the role on a weekly basis: some weeks nothing, Fresher week around 25, and weeks with events or bops around 6

What are you expected to do in your role: Help organise all events in college, help steward these events, write and host pub quizzes and help in freshers week

Projects to carry forward: Whatever you want to do!

Target & Access Executive

Meetings sat on: Admissions Committee

Hours spent on the role on a weekly basis: On average 4, but some weeks a lot more e.g. during shadowing scheme

What are you expected to do in your role:

Admin: stay on top of access schemes & share with college via 'T&A goats', work with the T&A subcomm and ensure the team are enacting their manifestos & pulling their weight; budget for the terms events; email college with bursary information (e.g. 'bursary letters are in pidges'); coordinate with hill college access officers; coordinate with SLO (Katherine) re access plans within college

Events: run at least 1 social and 1 access forum per term - access forums with other hill colleges at least 1x/year, as well as at least 1 InsideUni Hill College event (working with InsideUni reps at college if there are any). Run training sessions for students wishing to visit their schools (liaise with SLO)

Meetings: attend Admissions Committee (feeding back and taking action on points raised); attend CUSU access forum (again, feed back & take action)

Shadowing Scheme: Michaelmas - organise Fitz shadowing scheme (i.e. pick mentors, support Katherine with application promotion, choose final candidates), organise activities for the scheme, liaise with Katherine and mentors throughout the scheme - this is a big deal and you are ultimately responsible for making the whole thing work! Use your committee as much as you can as it's a lot of work. Lent - liaise with CUSU to run the Fitz part of the shadowing scheme (includes meeting with mentors & room donors, and being a point of contact throughout)

Non-required but advised: degoat work/CAMBassador - be involved in university & college based access so you're aware of the issues facing current applicants; be involved in other access projects across the uni e.g. InsideUni/ProjectAccess; be engaged with the 'access community' e.g. attend workshops and forums at other colleges"

Projects to carry forward: InsideUni - needs continual work to keep engagement at Fitz with editing etc. Care leaver tutor - this has hit a dead end due to CUSU handover, and would be great to see this raised again (Lilly is a care leaver herself so would hopefully be keen)

International Officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: Irregular - the amount of hours increases dramatically around the time of international freshers' week, otherwise, apart from JCR meetings once every two weeks, it depends mostly on your initiative regarding the organising of events.

What are you expected to do in your role: The primary duty is the organising and running of international freshers' week. Apart from that, you are expected to help pass information on to the international students from iCUSU etc., organise events for international students, help international students (particularly freshers) with any issues they may have, represent the interests of international students at JCR meetings, and remain vigilant about issues relating to international students at Cambridge and take action if required.

Projects to carry forward: Brexit is an ongoing issue and 2020 could see a lot of unexpected developments which the international officer may need to anticipate and react to.

Tech Officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: If you steward: 4, otherwise: 2

What are you expected to do in your role: Set up/pack up equipment from ents (particularly Fitz sessions), maintain the jukebox in the bar and the projector in the JCR, steward ents

Projects to carry forward: Further update the jukebox, get a new sound desk (funding is obtained), overhaul of the lighting stock (funding also obtained)

Website Officer

Meetings sat on: One or two with the accommodation staff to sort out the room ballot

Hours spent on the role on a weekly basis: Most of the time, probably only an hour or two per week (attending JCR meetings and dealing with routine website uploads and admin tasks). The major exception to this is during the Room Ballot (in Lent term), when you'll need to spend several hours per week on this alone. Any major reworkings of sections of the website will obviously take longer, but these can be arranged for times to suit you.

What are you expected to do in your role:

Most obviously, keeping the website updated with documents and information from the rest of the JCR and other people in college

- Running the technical side of the room ballot (handling the online registration process and group selection)
- Managing the JCR's online accounts (this doesn't mean you have to be the one who actually posts on them)
- Assist with moderating emails sent to the Fitz undergraduates mailing list"

Projects to carry forward: I'm currently in the process of finishing and testing a new design for the website - I'll hopefully have this done by the end of the year, but there may still be some edits needed. There's also a long-term project (involving several former Website Officers) to redesign the internals of the room ballot website (see <https://github.com/fitzjcr/roomballot> for details) - this is by no means compulsory, but do let me know if you're interested in helping with this.

BME officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: 1-2

What are you expected to do in your role: Put on events for BME students; look after concerns or reports of racism that students report; provide support for BME students generally; help build up community of BME students and make the college more inclusive for people of all racial/ethnic backgrounds

Projects to carry forward: Possible prayer room (conversations have been had but would be good to put to action!)-

Disabilities and Mental Illness Officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: There is no set time per week and it varies based on whether you're stewarding events, compiling documents, at JCR meetings etc. On the whole, the role is normally in my mind as I go about my day to day life and consider how accessible my day may or may not be.

What are you expected to do in your role: The job is primarily to be a point of contact for disabled students at college and to campaign for accessibility at the college, whilst being a supportive person when people come to you with a problem. The Disability Resource Centre is a good point of contact and is the place where students should be directed when a problem is brought to you (e.g. exam adjustments). As well as this, being on top of JCR events on Facebook to make sure they have accessibility statements (e.g. if the event is wheelchair accessible etc.) and that there is a designated point of contact (often yourself) who should be at the event and can be contacted about any uncertainties. Mental illness (as an aspect of disability) is also a heavy job to take on and it is crucial that you have a good understanding of the support systems available in the college and at the university scale too. The best piece of advice I can give you is to get trained by Jess (the CUSU Disabled Students' Officer) as soon as can once you come into the role so that you have the best foundation possible on which to build the changes you want to make at college.

This year I also ran the tea and biscuits chat style thing in the cafe alternately with the current male welfare exec and helped organise Week 5 cookies (/sweets).

Outside of disabilities, as a member of the JCR you are expected to contribute to stewarding a couple of bops throughout the year and working at events in Freshers' week (including one of the 2 annual Fitz Ups) as well as coming to the JCR meetings every other week.

Projects to carry forward:

- It is really important for the Disability and Mental Illness Officer to promote disability in a way that reduces stigma - try as hard as you can to educate people on what is defined as a disability (ie including mental illnesses). This is best done through infographics/pamphlets
- Myself and the welfare executives tried to organise some talks in Easter before exams which proved difficult as we left it too late
- Make sure people know who you are and publicise events run by the CUSU disabled students' campaign
- I'd have liked to have compiled a document detailing the accessibility of all of the common spaces in college and this is something that would be worthwhile in the future so as to make it easier to plan for events to be accessible and can also bring any accessibility problems to light that we might not be currently aware of.

Charities Officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: 1

What are you expected to do in your role: Attend JCR meetings. Volunteer at JCR run events. Organise some fundraisers and/or talks.

Projects to carry forward: None

Publications and Communications Officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: 6-10

What are you expected to do in your role: Primary responsibility is to produce the Goat Post, the college's main publication (termly magazine). Secondary responsibilities include running the social media accounts, taking photos and producing digital content, sharing and promoting events.

Projects to carry forward: I think in 2020 steps could be made to increase the role's responsibility over all elements of JCR comms. This would involve subcommittees delegating more of their publicity (ie facebook events, posters) to the P&C officer.

Women's and Nonbinary Officer A

Meetings sat on: One or two with housekeeping and the dean

Hours spent on the role on a weekly basis: 3

What are you expected to do in your role: Top up menstrual products in college toilets, liaise with college to get funding for menstrual products, run FemSoc regularly and find speakers/organise events, be aware of CUSU WomCam events, attend JCR meetings, steward JCR events

Projects to carry forward: Making sanitary products more part of the infrastructure of bathrooms (talk to the librarian) and streamline the process of applying for funding, as well as getting more speakers into FemSoc and establishing FemSoc as a more separate committee with separate society funding, looking into college disciplinary proceedings, providing more mooncups

Women's and Nonbinary Officer B

Meetings sat on: One or two with housekeeping and the dean

Hours spent on the role on a weekly basis: 3-5

What are you expected to do in your role: Top up sanitary products, run FemSoc (including finding speakers/funding for events), liaise with WomCam, run consent workshops, steward any events needed by the wider JCR

Projects to carry forward: More needs doing in terms of building sanitary product distribution into the college infrastructure and making sure this is fully accessible. Also, potentially making femsoc a separate society supported by the Women's and Nonbinary Officer and getting more of a variety of speakers in for femsoc.

Food and bevs officer

Meetings sat on: Food and Beverages Committee

Hours spent on the role on a weekly basis: Totally varies? Like did most in freshers bc events and designing the drink and do a poster for advertising and discussing it with Chris. Probs 2-3hrs on average?

What are you expected to do in your role: Pass on complaints from students to staff- some as they come up, and some from surveys

Projects to carry forward: I've done my drink, and tried to feedback on what people want- the cafe now stocks more choice and I've passed on drinks requests to the bar e.g. to buy Ophir gin etc. Not really the arena for huge infrastructural change ngl

Male Welfare Exec

Meetings sat on: 0

Hours spent on the role on a weekly basis: 2

What are you expected to do in your role: The primary role of the Welfare Exec is to provide events and support to promote mental health and the welfare of students. At beginning of this role you will need to work out a budget for welfare support and provide as part of the budget to the Sub-committee members. The Welfare Exec role includes taking responsibility for sexual health provision in college (distributing condoms, pregnancy tests etc.) when requested by students in college. In running welfare events which include yoga, massages and welfare-drop ins, you will need to organise with any external guests/service providers (like the masseurs or yoga teacher etc.) the timing of the event and their payment. The

event will need to be advertised well in advance and a room will have to be organised through the college events office.

Beyond events, you are often the first call for some students who may be feeling low, are struggling and want help with stress. When you start this role you will need to attend at least one 2hr session training session at Cambridge University Student Union. When students do speak to you in your role as welfare exec listen to them with strict confidentiality (except where there is a risk to life) and if necessary direct them to appropriate support such as the college counsellor or a tutor. In providing this support you will occasionally have to work with the Senior Tutor or tutors and discuss with them support that is being provided for student welfare.

Finally, as a member of the JCR you will be expected to attend the fortnightly meetings which are usually 1hr and update the committee on what you have been doing as welfare exec. Also the JCR runs numerous events throughout the year. Many of these need stewarding (supervision essentially – student around in case things need clearing up etc). Therefore as part of every JCR role, it is required that you work one of the Fitz Up events in the year (Freshers' Week or Refreshers' Week) and four other events, of which at least 2 or 3 will be in Freshers' Week – these will be shifts of around 3 hours and might involve stewarding a bop in the bar, a pub quiz, Fitz Sessions or doing a set up shift for Fitz Up. The Ents Executive has the final call and responsibility for administering this.

Projects to carry forward: Provide more welfare events which are relaxed and non-alcoholic- something could be done in partnership with the Ents Exec. Promotion of Male mental health (perhaps more events which aren't alcohol or yoga based) and continued promotion of events that help reduce laddish culture- there is work on this on a University wide basis- so could try and build links with that.

Class Act Officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: 1-2 hours

What are you expected to do in your role: Organise Class Act socials (can be joint with access or other colleges, we aimed for one a term last year), provide support/information to students on any class act related things (mainly info about bursary), attend JCR meetings. In terms of general JCR stuff, attend meetings and help run events as needed.

Projects to carry forward: Class Act is still new as a group in Cambridge, most of the things last year were setting up related so you can take things in whatever direction you feel is best!

LGBT+ officer

Meetings sat on: 0

Hours spent on the role on a weekly basis: Around 3-5

What are you expected to do in your role: As LGBT+ officer you are expected to run social events for students and to try to make college a better place for lgbt+ students in general."

Projects to carry forward:

1. We had a period where we were trialling altered signage on the toilets in the main building; we put up signs affirming people could choose whichever toilet they felt best conformed to their gender identity. College wasn't entirely satisfied with the trial (staff were unhappy with it), but the senior tutor seems interested to revisit and resolve the issue.
2. Currently trying to ensure there is funding for gender recognition as part of the college's general financial hardship fund to assist students. Hopefully this will be sorted by the end of term, but including it just in case!
3. Flying of the rainbow flag: college owns a flag to be flown in Feb. The deal for the past two years has been it is flown on the first and last days of the month, plus any day in between where there is an lgbt related event on. Something to remember as I'm not sure college has it explicitly in writing- you might have to remind them!
4. The Facebook group - will need to talk to whoever takes over about becoming the new admin and running the page.

Clubs and Societies

Meetings sat on: JMA, GPC, Milner Walton

Hours spent on the role on a weekly basis: 4-5

What are you expected to do in your role: Maintain a list of all the current clubs and societies and their contacts, decide sports funding and help decide Milner Walton funding, arrange sports dinner and 5 a side tournament and freshers fair, admin of the fitz sport facebook page

Projects to carry forward: Further the publicity of sports fixtures and results. Produce a document that outlines how to start up a new society (discuss with the Bursar on this one).