



Kellogg College
University of Oxford

Kellogg College Middle Common Room Standing Or- ders

Last Revised: Trinity Term 2019

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President

Committees Attended:

Governing Body, OUSU Council, Events Meetings, Site Committee, Graduate Presidents Committee

The duties of the President shall be:

1. To conduct all the meetings of the MCR Committee.
2. To act as a representative of the MCR with the Oxford University Student Union (OUSU), attend the relevant meetings of these bodies and inform the MCR of any decisions concerning the MCR.
3. To be an authorised signatory of the MCR bank account.
4. To ensure that all members of the MCR Committee fulfil their prescribed roles, and if any fails to do so, to inform the MCR.
5. To organize or delegate the organization of the Annual Ball.

Vice President

Committees Attended:

None, except as delegated

The duties of the Vice-President shall be:

1. To assist the MCR President with presidential duties as called upon.
2. To convene and conduct MCR meetings in the absence of the President.

Secretary

Governing Body Committees Attended:

None, except as delegated

The duties of the Secretary shall be:

1. To convene MCR meetings at the request of the President.
2. To take minutes at all meetings of the MCR Committee.
3. To work closely with the Treasurer and Social Secretaries on matters related to the MCR.
4. To maintain all records of the Committee, and to make them available upon request, including the Constitution and the Standing Orders.
5. To serve as the liaison between the MCR and its societies, the duties of which shall include:
 - a. To assist Kellogg students in the creation and/or expansion of Kellogg societies.
 - b. To act as a point of contact for Kellogg students seeking to participate in societies at a collegiate level which are not currently provided by Kellogg College.

Treasurer

Governing Body Committees Attended:

Finance Committee

The duties of the Finance Officer shall be:

1. To keep the MCR accounts and maintain the books in conjunction with the Estates, Bursar and their staff, who will be responsible for auditing the books.
2. To operate the MCR bank account, and to be an authorised signatory of the MCR bank account.
3. To pay all bills authorised by the MCR and to collect all the bills that MCR members or other parties are liable to pay the MCR.
4. To present a copy of the MCR accounts to the Governing Body at the end of each term.
5. To attend meetings of the College Finance Committee and report to the MCR on the business transacted therein.
6. To liaise between the MCR and the College regarding fundraising endeavours undertaken by either body.
7. To oversee any fundraising endeavours undertaken by the MCR and to co-ordinate any such efforts with the College.

Social Secretaries

Governing Body Committees Attended:

None, except as delegated

The duties of the five Social Secretaries shall be:

1. To organize a timetable of social and cultural events in which students may participate each term (henceforth known as the termcard).
2. One to attend the college's weekly events meetings.
3. One to act as the Full-Time Student Representative.
4. One to be an authorised signatory of the MCR bank account.

Academic Officer

Governing Body Committees Attended:

Academic Committee

The duties of the Academic Officer shall be:

1. To facilitate the academic interests of students at Kellogg by making students aware of the resources and assistance available to them both at Kellogg and throughout the University.
2. To correspond with the OUSU VP Graduates and VP Academic Affairs representatives and the Senior Tutor regarding suggestions and matters of concern pertaining to the academic experience of students.

Arts and Culture Officer

Governing Body Committees Attended:

None, except as delegated

The duties of the Arts and Culture Officer shall be:

1. To liaise with the Social Secretaries to develop a parallel programme of social events that focus particularly on arts and cultures.
2. To organize Arts Week in collaboration with College (usually Week 8 of Michaelmas Term)
3. To work with the Development Officer to negotiate ways in which these events may supplement and support charitable work carried out by the MCR.
4. To attend meetings of the College Academic Committee and report to the MCR on the business transacted therein.
5. To seek to work with our students currently enrolled in Arts subjects so that the MCR may facilitate the showcasing/exhibiting of the work of Kellogg artists, writers, musicians, etc.
6. To support the Kellogg Drama Society, the Music Club and all other arts/cultures related projects throughout the college.
7. To arrange MCR-sponsored speakers each year from a budget to be agreed at the start of the academic year.

Charities and Campaigns Officer

Governing Body Committees Attended:

OUSU Council

The duties of the Charities and Campaigns Officer shall be:

1. To liaise with OUSU, raising awareness of ongoing campaigns in college.
2. To attend OUSU council on behalf of the MCR.
3. To encourage the organisation of charitable events within the college.

Communications Officer

Governing Body Committees Attended:

Communications Committee, Communication Strategy Review

The duties of the Communications Officer shall be:

1. To work with the Social Secretaries and members of Kellogg's sporting organizations and societies to promote and advertise upcoming events to the MCR and broader Kellogg community.
2. To actively manage, in consultation with the MCR IT Officer, the MCR's online presence on sites such as Facebook, Twitter, etc.
3. To work with the MCR IT Officer to update the MCR website on a regular basis.
4. To actively maintain the student noticeboards in the MCR.

Development Officer

Governing Body Committees Attended:

Development Committee

The duties of the Development Officer shall be:

1. To work with the College Development Office and OUSU VP Graduates to ensure that financial donations to the College are used in ways that promote the wellbeing of its students and to enhance the funding and financial support available to graduate students at Kellogg.
2. To attend the College Development Committee meeting and to report to the MCR on any business transacted therein.

Domestic Officer

Governing Body Committees Attended:

Domestic Committee

The duties of the Domestic Officer shall be:

1. To work with the College to make sure that College facilities occupied and used by the MCR are kept in good condition and to notify the appropriate staff should problems arise. Spaces in need of consistent monitoring include:
 - a. The MCR (both the Hub and the Richardson Room)
 - b. The MCR kitchen
2. To liaise with both the College Facilities Manager and his/her staff and the house representatives of the accommodation sites at 7/8, 9/10,11 and 12 Bradmore Road and 38 Norham Gardens, as appropriate, in order to notify the committee of any problems or suggested improvements within Kellogg's accommodation.
3. To serve as a point of contact for students not living in Kellogg Accommodation and to liaise with OUSU regarding any problems these students may have.
4. To work with the College in monitoring and updating Kellogg's Accommodation Assistance Facebook page.
5. To liaise with the Green Representative to support the implementation of environmentally friendly practices throughout MCR and College facilities.

IT Officer

Governing Body Committees Attended:

IT Committee

The duties of the IT Officer shall be:

1. To maintain and update, in consultation with the Communications Officer, the MCR website.
2. To inventory and maintain all electronic equipment owned by the MCR.

Sports Officer

Governing Body Committees Attended:

Sports Committee

The duties of the Sports Officer shall be:

1. To facilitate the sporting interests of MCR members by making information regarding sport available and accessible to Kellogg Students and connecting students to sporting opportunities at other Colleges and throughout the University.
2. To build, maintain and strengthen Kellogg's affiliations with sporting organizations at other Colleges, including the Christ Church Boat Club, in accordance with the needs and interest of MCR members and the College.

Welfare & Equality Officer

Governing Body Committees Attended:

Welfare & Equality Committee

The duties of the Welfare & Equality Officer shall be:

1. To act as students' first point of contact in the MCR should they require welfare assistance, and, in consultation with the Junior Dean, to direct these students to the appropriate sources of support.
2. To provide students with information on health and welfare-related issues and to keep the Welfare bulletin board up to date
3. To liaise with OUSU regarding any Welfare & Equality issues
4. To liaise with OUSU and keep the Welfare Supplies regularly stocked with items deemed appropriate. As a guide this should include a minimum of: latex and non-latex condoms, lubricant and pregnancy tests.
5. To organise and chair the monthly MCR welfare sub-committee; reporting back to the MCR committee, college's Welfare & Equality Committee and the Dean any matters arising.

Green Officer

Governing Body Committees Attended:

Garden Committee

The duties of the Green Representative shall be:

1. To promote the uptake and continuation of sustainable, environmentally friendly practices and policies both within the MCR and the College.
2. To work with the Domestic Officer to ensure that the MCR is adhering to the highest possible standards of sustainable, environmentally friendly practices within the spaces it occupies.

International Students Representative

Governing Body Committees Attended:

None, except as delegated

The duties of the International Students Officer shall be:

1. To represent the interests of International Students to the MCR committee
2. To represent the interests of international students to the MCR welfare sub-committee
3. To liaise with the welcome weeks co-ordinator and to provide a visible presence for incoming international students

Part-Time Student Representative

Governing Body Committees Attended:

None, except as delegated

The duties of the Part-Time Student Representative shall be:

1. To champion the unique needs and interests of part-time students
2. To ensure the integration of part-time students into College life.
3. To arrange social, academic, and sports events for part-time students, resident or non-resident in Oxford.

Postgraduate Certificate in Education (PGCE) Representative

Governing Body Committees Attended:

None, except as delegated

The duties of the PGCE Representative shall be:

1. To represent the needs and interests of PGCE students.
2. To ensure the integration of PGCE students into College life.

Disabilities Officer

The duties of the Disabilities Officer shall be:

1. Act as a point of contact for disability-related issues to future and current Kellogg graduate students.
2. Liaise with College to provide a first point of contact in the MCR for incoming MCR members with disclosed disabilities, including mental health conditions.
3. Work to provide disabled students and guests with continued access to MCR and college facilities and events.
4. Investigate how to make MCR and college events and facilities more accessible to disabled students and guests, e.g. by examining to what extent and how the recommendations of Oxford SU Disabilities Campaign's Accessibility Pledge may be put into practice by the MCR committee, college members and the college itself.
5. Organise disability-oriented events for MCR disabled students, their friends, and visitors.
6. Liaise with and attend any relevant meetings of Oxford SU, including but not limited to Oxford SU Disabilities Campaign.
7. Represent the interests and voices of disabled students on any representative or decision-making body of the College, the University or any other organisation to which the MCR is affiliated and on which the MCR is entitled to a representative.

Non-Elected Positions

MCR Bar Manager

The MCR Bar Manager is a position appointed by the MCR President in consultation with the MCR Committee and the Domestic Bursar.

The duties of the Bar Manager shall be:

1. To obtain a Personal License and to attend an associated training course in accordance with alcohol licensing laws, to be paid for by the MCR fund.
2. To establish a procedure for operating the MCR Bar and ensure its implementation, which shall include:
 - a. A set-up and shut-down routine for each shift;
 - b. A Standards of Service to be followed by all bar staff, outlining minimum pricing, maximum measures, and appropriate glassware sizes.
3. To organise a rota of volunteer bar staff, and to train such staff appropriately in accordance with the MCR Bar Procedures.
4. To procure and monitor stock
5. To maintain a cash float for operating the bar, to keep the bar accounts and to report those accounts to the MCR Treasurer.
6. To liaise with college staff on any and all matters regarding the MCR Bar, including Waiting Staff, the College Hospitality Officer, and the Domestic Bursar

Notes and Clarifications

1. For the purposes of Article 8, Section 5, “Appropriate Supporting Documentation” shall be defined as an invoice or receipt.
2. For the purposes of Article 8, Section 2 and 3, the MCR currently maintains a budget from the College, and a current account.
3. By tradition, the Welfare Subcommittee contains at least the following representatives: LGBTQ Representative, Women’s Representative, Men’s Representative, Black, Minority, and Ethnic (BME) Representative, and Disabilities Representative. Nothing in this order is binding on the Chair of the Welfare Subcommittee as governed by Article 9, Sections 2 and 3.
4. A copy of the Constitution and the standing orders shall be made available on the MCR website.