



Kellogg College  
University of Oxford

# Kellogg College Middle Common Room Standing Orders

Last Revised: Michaelmas 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 appoint create sub-committees and appoint sub-committee chairs as deemed necessary.
5. To ensure that all members of the MCR Committee fulfil their prescribed roles, and if any fails to do so, to inform the MCR.
6. 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, clearly label all points, note action items, and circulate minutes within 48 hours of the meeting being held.
3. To follow up on prior actions at the beginning of each meeting.
4. To collect agenda points one week prior to a committee being held and send out collected agenda items no later than 24 hours prior to the meeting commencing.
5. To work closely with the Treasurer and Social Secretaries on matters related to the MCR.
6. To maintain all records of the Committee, and to make them available upon request, including the Constitution and the Standing Orders.
7. To temporarily serve as a communications officer in interim when no communications officer is appointed, including ensuring that the central calendar is up to date and collating events from all committee officers and sub-committees.
8. 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 liaise regularly with the bar manager to ensure optimization
5. To create and pursue a profit-optimizing strategy at the bar, bops, and similar events with the aim of improving financial accessibility where possible.
6. To present a copy of the MCR accounts to the Governing Body at the end of each term.
7. To attend meetings of the College Finance Committee and report to the MCR on the business transacted therein.
8. To liaise between the MCR and the College regarding fundraising endeavours undertaken by either body.
9. 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). The term card must be complete and sent out no later than the first week of term. (Events may be added later as well, but the majority must be set no later than day one of week 1 of each term.
2. One to attend the college's weekly events meetings.
3. One to act as the Full-Time Student Representative.
4. One to serve as a Freshers Rep (must be a fresher).
5. 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.
3. To hold tea and study sessions (a minimum of two per week).
4. To hold the Kellogg student colloquium series during term time.
5. To organize and hold the Kellogg Graduate Symposium during the academic year.

## 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, Instagram, 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.

## Strategy and 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.
3. To liaise with other colleges to develop relationships and partnerships.
4. To organize various types of events.
5. Must serve in a supervisory capacity of sorts on the college ball committee to ensure the optimization and proper implementation of the college ball.
6. To appoint and oversee the development and strategy sub-committee, which will consist of a number of reps from various courses including, but not limited to: MBAs, Executive MBAs, MPPs, etc. & demographics including, but not limited to: mature students, part-time students, students with families, etc.
7. To oversee the Kellogg development calendar, which includes events happening in Kellogg and around Oxford.
8. To work closely with alumni, creating closer relationships for the purposes of mentorship, donations, and an international network.

## 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 (checking the status of dishes and cutlery in the kitchen during term, and especially at the end of term, ensuring replacement and preventing loss or irreparable damage).
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 work closely with the welfare officer to encourage physical wellbeing in terms of nutrition and physical activity.
3. To assist in coordination of welfare walks.
4. 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; to appoint reps for various welfare roles; to report back to the MCR committee, college's Welfare & Equality Committee and the Dean any matters arising.
6. To organize regular (scheduled at a frequency of no less than once per term) meetings with the MCR President, the dean, the two junior deans, and any other relevant parties in order to discuss current welfare topics relevant to the daily ongoings of the college.
7. To organize weekly (during term-time) welfare tea events, each of which is focused around a specific welfare theme.

## **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 work closely with the strategy and development officer in attaining development goals.
4. To liaise with the welcome weeks co-ordinator and to provide a visible presence for incoming international students.
5. To organize weekly language exchange events.
6. To promote language learning.
7. To advocate for more inclusive and diversity-embracing events through both the MCR committee and the college.

## **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

### **Governing Body Committees Attended:**

None, except as delegated

### **The duties of the Domestic Officer shall be:**

1. To work closely with the welfare officer to ensure that all disabilities are adequately accommodated at mcr events, college events, and college life in general.
2. To advocate on behalf of those with both visible and invisible disabilities.
3. To ensure the accessibility of information relating to college and university life for individuals with disabilities.



## 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 bar manager may not hold another position on committee.

#### **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 ensure that a copy of procedure is printed out and kept in an accessible location for bartenders to be able to refer to during their shifts
4. To organise a rota of volunteer bar staff, and to train such staff appropriately in accordance with the MCR Bar Procedures.
5. To procure and monitor stock.
6. To hold voting rights on all matters.
7. To maintain a cash float for operating the bar, to keep the bar accounts and to report those accounts to the MCR Treasurer.
8. 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.