

J 18.1 - Motion to restructure the Committee of Saints LGBT+

Owner: Zelda Tobias-Kotyk

In Effect From: Immediately

Review Date: 03 April 2018

Notes

1. As a Subcommittee of the Student Association, all students are automatically members of Saints LGBT+
2. In recent years the LGBT+ Subcommittee's activity has increased significantly
3. Problems have arisen recently with commitment to roles and ability to execute remits
4. Many students want to be involved in the projects of the LGBT+ Subcommittee
5. Subcommittee roles with specific remits elsewhere in the Association select candidates by process of interview (e.g. Entertainments, Wellbeing, Mermaids)

Believes

1. The activity and projects of Saints LGBT+ is important to students
2. The current structure of subcommittee management puts excessive pressure on certain officers that can and has been damaging to the wellbeing of volunteers
3. Roles with a clearly defined remit make committee members feel more motivated and valued, and allow them to better balance volunteering with their studies.
4. Some of the proposed officer roles are demanding, and interviewing candidates will allow all parties to make an informed decision in subcommittee recruitment.
5. The structure of the Saints LGBT+ committee should facilitate as much student involvement as possible across the different projects of the Group.

Resolves

1. To adopt the new Saints LGBT+ committee structure as outlined in the attached appendices.
2. To facilitate student involvement in the Saints LGBT+ projects by adhering to a more transparent and defined committee structure.
3. To open avenues for involvement in Saints LGBT+ to people outside of the committee proper.
4. To appoint some officers, specifically those with very demanding remits (as outlined in the appendices) by process of interview with the LGBT+ Selection Committee, and to appoint all others by process of election.

Proposed

Association LGBT+ Subcommittee (Saints LGBT+)

Seconded

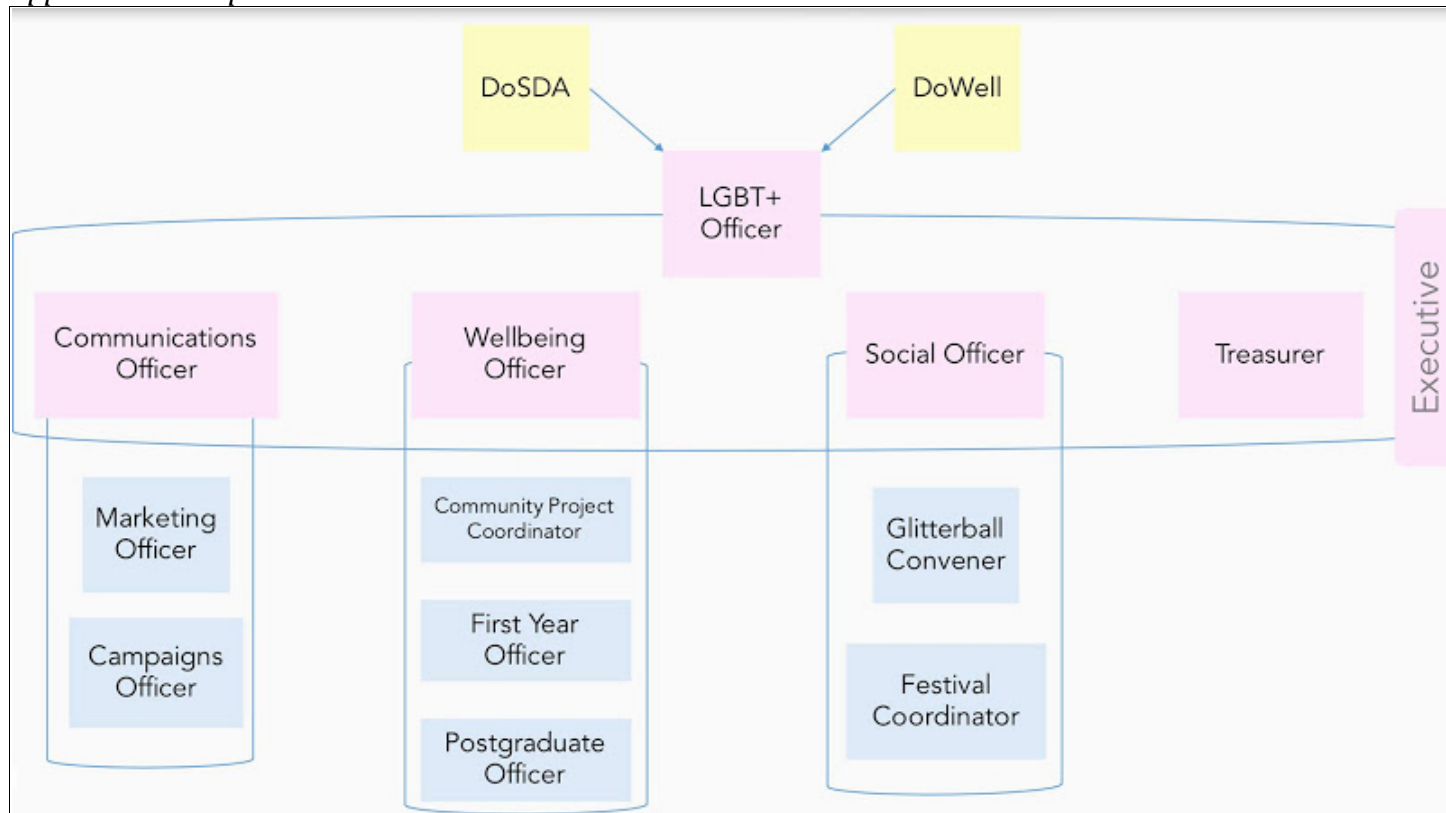
Zelda Tobias-Kotyk, Association LGBT+ Officer

Matthew Singer, SSC Debates Officer

Isabella Smith, SRC Member for Gender Equality

Ciara McCumiskey, SRC Member for Widening Access and Participation

Appendix 1 - Proposed Saints LGBT+ Committee Structure



Appendix 2 - Proposed Remits of new Saints LGBT+ Committee

<p>Communications Officer</p> <ul style="list-style-type: none"> -Will oversee all subcommittee correspondence -Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Committee and to the Students' Association - shall commit to circulating information about the work of the committee to as many people as possible, in potentially new and innovative ways - Will have access to the Group email account and have the responsibility for its operation, and the distribution of regular updates to any members on the mailing list. -Will directly manage Marketing Officer and Campaigns Officer 	<p>Wellbeing Officer</p> <ul style="list-style-type: none"> - Will stand in to chair meetings of the Executive in absence of the Association LGBT+ officer - Will oversee training of committee and welfare subcommittee members (i.e. Mental Health First Aid, Got Consent, Peer Support, Nightline, Condom Training) - Will be in charge of role out of Welfare Initiatives such as; Let's Talk Events, Resource Library, Weekly Office Hours, Queer Support, and Q & A's - Will focus on outreach and engagement of all individuals - Will directly manage Community Projects Coordinator, First Year Officer and Postgraduate Officer -Will be interviewed by LGBT+ Selection Committee 	<p>Social Officer</p> <ul style="list-style-type: none"> - Will be in charge of organizing and executing socials events and parties such as; Safeword Bop, Hummus Party, Fresher's Picnic/Bonfire, etc. -Will liaise with societies for collaborations - Will work with Wellbeing Officer and Association Groups to ensure that all events are welcoming and accessible -Will be in charge of room bookings with help of President and Treasurer -Will directly manage Glitterball Convener and Festivals Coordinator -Will be interviewed by LGBT+ Selection Committee 	<p>Treasurer</p> <ul style="list-style-type: none"> -Will keep the accounts of the committee and be a signatory on bank accounts -Will work with the President to write a comprehensive budget for the next year -Will provide a finance report at the weekly meeting -Will oversee all committee spending, and ensure the effective use of resources -Will coordinate fundraising and sponsorship for the society - Will be in charge of room bookings with help of President and Social Officer
<p>Marketing Officer</p> <ul style="list-style-type: none"> - Will be in charge of social media accounts along side Campaigns -Will be in charge of promoting all events - Will be in charge of organizing/designing merchandise for committee AND members of larger community -Will be in charge of maintaining website -Must have graphic design skills - -Will be managed by Communications Officer -Will be interviewed by LGBT+ Selection Committee 	<p>Community Projects Coordinator</p> <ul style="list-style-type: none"> - Will oversee community projects such as; Trans/Non-binary Meetups, Ace/Aro Meetups, Queer Theory, Trans Clothing Drive, Resource Library -Will be in charge of appointing individuals to run existing projects - Will serve as a point of contact for new community project ideas -Will be managed by Wellbeing Officer 	<p>Glitterball Convener</p> <ul style="list-style-type: none"> -Will come up with ideas and discuss all aspects of the ball with the rest of the committee -Will be in charge of contacting/booking venue, performers, security, vendors, etc. -Will organize payment to the necessary parties with the Treasurer and Cash Officer -Will chair subcommittee and delegate tasks to members of the subcommittee -Will be managed by Social Officer -Will assist with events -Will be interviewed by LGBT+ Selection Committee 	

<p>Campaigns Officer - Will be in charge of social media accounts along side Marketing -Will be in charge of identifying and rolling out awareness initiatives; as well as working with Festivals and Community Project Coordinators to produce targeted and strategic campaigns -Will liaise with Association Community Relations Officer to ensure that campaigns are reaching St. Andrews residents beyond the student body -Will be line-managed by Communications Officer</p>	<p>First Year Officer • Will work to promote first year engagement • Will encourage the LGBT+ committee to run events first years want to see • Will liaise with other committees' first year officers regarding joint events •Will put on at least one event dedicated to first years •Will support other committee members depending on skill set Will be line-managed by Wellbeing Officer</p>	<p>Festivals Coordinator -Will be in charge in the organization and execution of Queer Fest, Trans Fest (including DRAG Walk), and Pride -Will chair subcommittees for each festival -Will assist with events Will be directly line-managed by Socials Officer</p>	
	<p>Postgraduate Officer -Will work to promote postgraduate engagement -Will encourage the LGBT+ committee to run events postgraduates want to see -Will liaise with other committees' postgraduate officers regarding joint events -Will put on at least one event dedicated to postgraduates -Will support other committee members depending on skill set -Will be line-managed by Wellbeing Officer</p>		

Appendix 3 - Proposed change as reflected in the Laws of the Students' Association

Extract from Laws from 18.1.4

4. LGBT+ Executive Committee (henceforth known as 'the Executive').

4.1.1. Remit of LGBT+ Executive Committee is to act as a steering group for the Group, and to supervise the day-to-day running and administration of the Group.

4.1.2. The Executive should meet at least once a fortnight.

4.1.3. Every member of the Executive shall prepare a written report prior the Annual General Meeting.

4.2. Membership of the Saints LGBT+ Executive Committee

4.2.1. Association LGBT+ Officer

4.2.1.1. Will be elected in the Students' Association Elections.

4.2.1.2. Will have final responsibility for all matters pertaining to the running of the Group.

4.2.1.3. Will chair general meetings and meetings of the Executive.

4.2.1.4. Will liaise with the Association councillors as appropriate

4.2.1.5. Will assist and support all other Executive and non-executive Officers in performing their duties

4.2.1.6. Will be a signatory for the Group's bank account

4.2.1.8. Will be responsible for liaising with, supporting, and developing our existing Alumni networks.

4.2.3. Wellbeing Officer

4.2.3.1. Will be selected by the LGBT+ Selection Committee

4.2.3.2. Will take responsibility for all wellbeing events and initiatives

4.2.3.3. Will manage a Wellbeing Subcommittee of non-Executive Officers as deemed appropriate

4.2.3.4. Will ensure that all Executive and Non-Executive committee members receive the appropriate training to carry out their roles safely and effectively

4.2.3.5. Will liaise with other wellbeing groups as appropriate, and focus on outreach and engagement

4.2.3.6. Will chair meetings of the Executive in the absence of the Association LGBT+ Officer

4.2.3. Social Officer

4.2.3.1. Will be selected by the LGBT+ Selection Committee.

4.2.3.2 Will take overall charge of all social events and projects

4.2.3.3. Will liaise with Wellbeing Officer to ensure that all events and projects are carried out safely and

create an inclusive atmosphere

4.2.3.4. Will manage a Social Subcommittee of non-Executive Officers as deemed appropriate

4.2.4. Communications Officer

4.2.4.1. Will be elected at the Annual General Meeting of the Group.

4.2.4.2. Will oversee all subcommittee correspondence, and manage a Communications Subcommittee of non-Executive Officers as deemed appropriate

4.2.4.3. Will keep and update the minutes and will be responsible for appropriate distribution of the minutes to the rest of the Committee and to the Students' Association

4.2.4.4. Will have access to the Group email account and have the responsibility for its operation, and the distribution of regular updates to any members on the mailing list.

4.2.4.5. Will hold a copy of the constitution.

4.2.5. Treasurer

4.2.5.1. Will be elected at the Annual General Meeting of the Group.

4.2.5.2. Will keep the accounts of the Group

4.2.5.3. Will ensure that Group budget is submitted correctly and punctually

4.2.5.4. Will coordinate fundraising and sponsorship for the Group where appropriate

4.2.5.5. Will be a signatory for the Group's bank account

4.2.6. Director of Wellbeing

4.2.7. Director of Student Development and Activity

5. Non-Executive Officers

5.1 Non-Executive Officers may include:

Marketing Officer

Campaigns Officer

Glitterball Convener

Festivals Coordinator

Community Projects Coordinator

First Year Officer

Postgraduate Officer

5.2. The Executive can approve a creation of other non-executive officers and/or the discontinuation of non-executive officer roles at their discretion, given sufficient notice.

5.3. Non-executive Officers can be invited to the regular meetings of the Executive at the discretion of the Executive.

5.4. All non-executive positions shall be advertised to the student body and elected at a General Meeting.

6. Membership

6.1. The membership of the Group shall consist of all the matriculated students of the University except those who have exercised their right to opt out under the terms of the Education Act 1994.

7. Elections and General Meetings

7.1. The Annual General Meeting of the Group shall be held between weeks eight and ten of the Candelmas semester.

7.2. An Extraordinary General Meeting shall be held between weeks two and four of the Martinmas Semester.

7.3. Additional Extraordinary General Meetings can be called by the Association LGBT+ Officer, or three or more members of the LGBT+ Executive.

7.4. Two weeks' notice must be given to all members of a General Meeting, with details of the business to be discussed agreed to date. Any proposed business must be submitted at least three working days in advance.

8. LGBT+ Selection Committee

8.1. The LGBT+ Selection Committee shall have the following members:

8.1.1. Current Association LGBT+ Officer (Convenor and Chair)

8.1.2. Outgoing Association LGBT+ Officer

8.1.3. Director of Wellbeing

8.1.4. Director-elect of Wellbeing

8.1.5. Any outgoing LGBT+ officers or Association Sabbatical Officers that the Convenor deems appropriate.

8.2. The LGBT+ Selection Committee shall select the following positions to the LGBT+ Executive after an open advertisement of vacancies and an interview with all candidates:

8.2.1. Social Officer

8.2.2. Welfare Officer

8.2.3. Non-Executive positions as deemed appropriate for interview selection by the Association LGBT+ Officer together with their Sabbatical line-managers.

8.3. The LGBT+ Selection Committee will select positions listed in §8.2. after the Students' Association Elections and before the Annual General Meeting of the Group.