

## **E21-05: Motion to update the Wellbeing Subcommittee Constitution**

**Owner:** SRC Wellbeing Subcommittee

**In Effect From:** Immediately

**Review Date:** January 2022

### **It is noted that:**

1. The current executive of the SRC Wellbeing Subcommittee is made up of 10 interviewed members, the Student Health Officer (Chair and Convenor), and the Director of Wellbeing.
2. The SRC Wellbeing Subcommittee also regularly invites fifteen other non-voting members. Many of these are other councillors and subcommittees, alongside other affiliated groups centred around health and wellbeing.
3. The SRC Wellbeing Subcommittee runs a number of regular projects, including SHAG Week and Wellbeing Week, and campaigns around Raisin and May Dip safety.
4. The current SRC Wellbeing Subcommittee constitution references only three positions (Student Health Officer, Director of Wellbeing, and Secretary). The rest of the positions are reviewed annually by the Director of Wellbeing and Student Health Officer.
5. There has been confusion over the SRC Wellbeing Subcommittee's remit, particularly with references to areas of overlap with other affiliated groups (e.g. Equal Opportunities Subcommittee, SWAG, DSN, Saints LGBT+, etc.).
6. J21-06: Motion to reform the Laws of the Association ([Appendix C](#)) requires both Wellbeing and Equal Opportunities Subcommittees to review their remits and submit new constitutions to the SAEC.
7. Saints Sport is introducing a new intern position ([Appendix D](#)) whose proposed remit would overlap significantly with the existing role of Physical Health and Fitness Representative on the SRC Wellbeing Subcommittee.

### **It is believed that:**

1. The proposed constitution ([Appendix B](#)) will provide long-term stability to the SRC Wellbeing Subcommittee and clarify the remits of the interviewed members.
2. The practice of regularly inviting non-voting members is unsustainable as it generates overlap between the SRC Wellbeing Subcommittee and other affiliated groups and significantly increases the size of the committee.
3. Bringing affiliated groups working on health and wellbeing issues together is useful as it allows for collaboration between those groups and a greater promotion of health and wellbeing in the student community. Expanding this opportunity to more groups would be beneficial.
4. Having two Events Officers and two Publicity Officers would allow a better distribution of workload in these roles.
5. Replacing the Physical Health and Fitness Representative with the Saints Sport Intern ([Appendix D](#)) would make the role easier and foster better collaboration and promotion of physical health and fitness.

### **It is resolved to:**

1. Replace the existing SRC Wellbeing Subcommittee constitution ([Appendix A](#)) with the proposed constitution ([Appendix B](#)).
2. End the practice of regularly inviting non-voting members to the SRC Wellbeing Subcommittee.
3. Begin a Wellbeing Forum, chaired by the Student Health Officer, which any student group working on health and wellbeing issues may join.
4. Review whether some SRC officers should sit on the SRC Wellbeing Subcommittee as part of the review of Equal Opportunities Subcommittee.

### **Proposers**

Emma Craig, Student Health Officer

Anna-Ruth Cockerham, Director of Wellbeing-Elect

**Seconders**

Chloe Fielding, Science and Medicine Faculty President  
Sophie Craig, Widening Access and Participation Officer  
Sandra Mitchell, Lifelong and Flexible Learners Officer  
SRC Wellbeing Subcommittee

## **Appendices**

### **Appendix A**

#### **Chapter Eleven: Wellbeing Subcommittee (Existing Constitution)**

##### **1. Aims**

- 1.1. Formulate and ensure the execution of SRC policy on student wellbeing.
- 1.2. Promote positive physical and mental health among students, and encourage positive behaviour relating to sexual health and personal safety.
- 1.3. Ensure that matters relating to student wellbeing are brought to the attention of the SRC.

##### **2. Membership**

- 2.1. SRC Student Health Officer (Convenor and Chair)
  - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. DoWell (line manager)
- 2.4. The Student Health Officer and DoWell shall revise and establish a membership structure for the rest of the committee annually, or whenever deemed necessary.

##### **3. Appointments**

- 3.1. The Student Health Officer shall be appointed through the Association elections.
- 3.2. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

## **Appendix B**

### **Chapter Eleven: Wellbeing Subcommittee (Proposed Constitution)**

#### **1. Aims**

- 1.1. Promote positive health, wellbeing, and personal safety among students.
- 1.2. Address health, wellbeing and personal safety issues facing the community.

#### **2. Committee**

##### 2.1. SRC Student Health Officer (Convenor and Chair)

- 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

##### 2.2. Treasurer

- 2.2.1. Have responsibility for the finances of the Wellbeing Subcommittee.

##### 2.3. Secretary

- 2.3.1. Take and distribute the minutes and agenda for the Wellbeing Subcommittee.
- 2.3.2. Track attendance at committee meetings.
- 2.3.3. Manage the Wellbeing Subcommittee's mailing list.

##### 2.4. Two Events Officers

- 2.4.1. Organise events related to student health and wellbeing.

##### 2.5. Two Publicity Officers

- 2.5.1. Organise publicity and graphics for the Wellbeing Subcommittee and manage social media.

##### 2.6. Mental Wellbeing Representative

- 2.6.1. Promote awareness of mental wellbeing and support available through events and publicity campaigns throughout the year.
- 2.6.2. Convene Wellbeing Week in semester two.
- 2.6.3. Represent mental wellbeing issues on the committee.

##### 2.7. Personal Safety Representative

- 2.7.1. Promote personal safety, including for nights out, Raisin and May Dip through events and publicity campaigns throughout the year.
- 2.7.2. Represent personal safety issues on the committee.

##### 2.8. Sexual Health Representative

- 2.8.1. Promote good sexual health practices, education, and services through events and publicity campaigns throughout the year.
- 2.8.2. Coordinate Sexual Health Awareness and Guidance week in semester one.
- 2.8.3. Represent sexual health issues on the committee.

##### 2.9. Men's Representative

- 2.9.1. Encourage men's engagement with all areas of health and wellbeing and the subcommittee through events and publicity campaigns throughout the

year.  
2.9.2. Represent men's health and wellbeing issues on the committee.

#### 2.10. Saints Sport – Wellbeing and Equal Opportunities Officer

2.10.1. Promote engagement with sport and fitness and facilitate collaboration with the Athletic Union and Saints Sport.

2.10.2. Represent physical health and fitness issues on the committee.

#### 2.11. Director of Wellbeing (*Line Manager*)

### 3. Appointments

3.1. The Student Health Officer shall be appointed through the Association elections.

3.2. The Saints Sport – Wellbeing & Equal Opportunities Intern shall be appointed via an interview process with Saints Sport.

3.3. All other positions shall be interviewed.

3.3.1. The interview panel shall consist of:

3.3.1.1. Incoming Student Health Officer

3.3.1.2. Outgoing Student Health Officer

3.3.1.3. Director of Wellbeing

3.3.1.4. Director of Wellbeing-Elect

3.4. All appointment-related matters shall run as outlined in the Laws of the Association.

### 5. Wellbeing Forum

5.1. The Wellbeing Forum will seek to bring together student groups with a focus on health and wellbeing for collaboration and input on events and other initiatives.

5.2. Any student group may apply to the Wellbeing Forum.

5.3. Wellbeing Forum will be chaired by the Student Health Officer.

**Appendix C: J21-06 Motion to reform and update the Laws of the Association**  
<https://www.yourunion.net/pageassets/representation/councils/J21-06-Motion-to-reform-Laws-of-the-Association.pdf>

## Appendix D: Saints Sport Intern Role Description

<b>Job Title:</b>	Wellbeing and Equal Opportunities Officer	<b>Job Category:</b>	Internship (for 9 months)
<b>Department/Group:</b>	Saints Sport, Sport Development Department	<b>Salary:</b>	£212 per month based on 10 hours per week during term time
<b>Location:</b>	Sports Centre	<b>Start date:</b>	September 2021
<b>Responsible to:</b>	Assistant Director (Sports Development) and Athletic Union President	<b>Date Posted:</b>	April 2021

### Context

Saints Sport is a collaboration between the Department of Sport & Exercise and Athletic Union and manages all sporting and fitness opportunities available at the University; student sports clubs, recreational sport, fitness classes and services, strength and conditioning, volunteering, community engagement and Junior Saints. [www.st-andrews.ac.uk/sport](http://www.st-andrews.ac.uk/sport)

Saints Sport is seeking to recruit a Wellbeing and Equal Opportunities Officer (WEOO) to work with the Sports Development Team to support and develop student wellbeing and equal opportunity initiatives. Reporting directly to the Assistant Director (Sports Development) and the Athletic Union President, the WEOO will work closely with the wider Sports Development team and Athletic Union clubs to provide a positive student experience for everyone.

The WEOO will have the opportunity to develop a broad understanding of sport and people development whilst enhancing essential transferable skills in a fun and energetic team.

Successful candidates will have the opportunity to nominate themselves for a position on the Athletic Union Executive Committee to focus on student representation within Saints Sport. Interns with a place on the exec will have a small portion of their weekly hours allocated towards their place on the exec. The membership of the exec will be voted on by members of the Student Sport Team.

### Roles and Responsibilities

- Work with the Sports Development Team (SDT) to provide support and guidance to Athletic Union (AU) clubs to develop and promote a positive and inclusive culture within all AU clubs
- Work with the Students' Association and Saints Sport staff to actively promote inclusive practice and ensure there is a welcoming environment for all within Saints Sport.
- Work in partnership with Student Services and the Students' Association on the Saints Peer Support programme. This programme is a one-to-one meet-up service for students looking for a bit of extra support getting involved in sport.
- Key contributor to the *Saints Sport for All* group, which exists to remove barriers and ensure sport is accessible to all
- Support the SDT on any initiatives or projects that will improve the student experience around wellbeing (e.g. SAMH's mental health charter for sport and physical activity, Healthy Body Healthy Mind)
- Work closely with the Athletic Union President and Student Services to provide training and support for the Wellbeing Officers within AU clubs
- Work with the Saints Sport Marketing Manager to create a timeline of key dates relating to welfare and equal opportunities
- Liaise with the marketing officers to promote and showcase all relevant programmes, events and activities
- Plan and deliver a comprehensive handover with successor
- The above list is not exhaustive, and the role holder will be expected to carry out any other reasonable duties as requested by the Assistant Director (Sports Development) or Athletic Union President

### Special Requirements:

Willingness to work outside normal working hours, including evenings and weekends.

**Knowledge and experience**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of AU club structures and the importance of EDI within the Higher Education Sector.</li> <li>• Proven ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in (or are aware of) the Peer Support service.</li> <li>• Experience serving as a club committee member</li> <li>• Experience serving as a Wellbeing Officer.</li> <li>• An understanding of equality and diversity within a sports setting</li> </ul>

**Skills**

<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• A passion for sport</li> <li>• Excellent communication and interpersonal skills</li> <li>• The ability to establish and maintain good rapport and positive working relations with students and key staff members</li> <li>• Excellent time management</li> <li>• Excellent organisational skills.</li> <li>• Enthusiastic and willing to work as part of the Saints Sport team as well as using your own initiative</li> <li>• Ability to multi-task and work under pressure.</li> <li>• Ability to problem solve and respond to unexpected situations</li> <li>• Able to represent Saints Sport positively</li> <li>• Ability to think strategically and innovatively</li> <li>• Highly motivated and able to motivate others</li> <li>• Able to work in a student-led, democratic environment</li> <li>• Committed to high standards with a professional and conscientious approach</li> <li>• Flexible working attitude, adaptable</li> <li>• Diplomatic and sensitive to others, approachable</li> <li>• Committed to developing good working relationships at all levels across different organisations</li> </ul>	