

**E21-09: A motion to reform the Entertainments Subcommittee.**

Owner: Ryan Delaney  
In Effect from: Immediately  
Review Date: May 2022

**It is noted that:**

1. The current names of the committee members are inconsistent with each other and introduce confusion.
2. The current mandate to have weekly meetings is too restrictive and does not account for standard changes during the year.
3. The current collapse system forces work on members when there should be more flexibility as not to overwhelm members.

**It is believed that:**

1. The following changes will make the committee structure more even and easier to understand.
2. The change to required meetings will make the committee more flexible and match the current functioning.
3. Changing the collapse system will produce a better committee driven by choice.

**It is resolved to:**

1. Amend Chapter 17 (SAF Entertainments Committee) of the Subcommittee Constitutions from the content in Appendix A to the content in Appendix B.

**Proposed**

Ryan Delaney, SAF Entertainments Officer

**Seconded**

Gavin Sandford, Director of Student Development and Activities

Chloe Fielding, SAF Principal Ambassador

Bhavya Palugudi, SRC Environment Officer

SAF Entertainment Subcommittee (Ents)

## **Appendix A**

### Chapter 17: Entertainments Subcommittee (Ents)

#### **1. Committee**

- 1.1. SAF Entertainments Convenor (Chair)
  - 1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 1.2. Deputy Head
  - 1.2.1. Act as the second-in-command of Ents, working closely with the Entertainments Convenor and Secretary.
  - 1.2.2. Assume all responsibilities of the Entertainments Convenor in their absence.
  - 1.2.3. In the event of a welfare issue regarding the Entertainments Convenor, take their place on the welfare panel.
- 1.3. Secretary
  - 1.3.1. Keep accurate minutes of committee, crew, and user group meetings, ensuring they are shared with the committee and the Association, and available in an accessible format online.
  - 1.3.2. Maintain a calendar of Ents events, including details such as technical requirements.
- 1.4. Venues and Tech Representative
  - 1.4.1. Maintain a log of the condition of Union venues.
  - 1.4.2. Share a weekly summary of the condition of venues with the committee.
  - 1.4.3. Organise venue maintenance between the committee, crew, and Technical Supervisor, to keep venues in good working order.
  - 1.4.4. Maintain a record of common details about Union venues, and act as the primary point of contact for questions regarding venue details.
- 1.5. Training Representative
  - 1.5.1. Deliver in-person training to members of the committee and crew, including a weekly training session, or manage the delegation of this responsibility.
  - 1.5.2. Work with the Marketing and Engagement Officer to promote the weekly training sessions.
  - 1.5.3. Liaise with relevant Association staff to manage the online training required of members and maintain a record of its completion.
  - 1.5.4. Maintain a record of training for all active members, and act as the primary point of contact on determining the competency of members within Union venues.
- 1.6. Social and Welfare Officer
  - 1.6.1. Organise social events for both the committee and crew.
  - 1.6.2. Act as the primary point of contact for any member with a welfare or wellbeing issue.
- 1.7. DJ and Acts Coordinator
  - 1.7.1. Organise regular DJ training sessions, which shall be freely available to all Ordinary Members of the Association.
  - 1.7.2. Maintain a record of active DJs, both student and local, and work with the DoES to organise and book acts for Union events.
- 1.8. Marketing and Engagement Officer
  - 1.8.1. Maintain the public presence of Ents through managing mailing lists, and social media such as Instagram and Facebook.
  - 1.8.2. Actively attempt to recruit new crew members.
  - 1.8.3. Create promotional material for Ents, organising photography and videography as required.
- 1.9. DoES (line manager)
- 1.10. Union Building Manager (non-voting)
- 1.11. Union Deputy Building Manager (non-voting)
- 1.12. Union Technical Supervisor (non-voting)

- 1.13. Mermaids Technical Officer (non-voting)
- 5. **Meetings**
  - 5.1. All meetings shall operate as outlined in the Laws of the Association.
  - 5.2. Committee meetings shall be weekly during the academic year, and at other times as required.
    - 5.2.1. The quorum shall be two thirds of the voting committee, which shall only be required for decision-making processes.
    - 5.2.2. A simple majority shall be sufficient to constitute a decision.
  - 5.3. Crew meetings shall be weekly during the academic year, and at other times as required.
- 7. **Collapse**
  - 7.1. In the event that the committee has an insufficient number of members, it shall collapse in the following ways:
    - 7.1.1. The Deputy Head shall take on the responsibilities of the Social and Welfare Officer.
    - 7.1.2. The Secretary shall take on the responsibilities of the Marketing and Engagement Officer.
    - 7.1.3. The Venues and Tech Representative shall take on the responsibilities of the Training Representative.

## **Appendix B**

### **Chapter 17: Entertainments Subcommittee (Ents)**

- 1. **Committee**
  - 1.1. SAF Entertainments Convenor (Chair)
    - 1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
  - 1.2. Deputy Head
    - 1.2.1. Act as the second-in-command of Ents, working closely with the Entertainments Convenor and Secretary.
    - 1.2.2. Assume all responsibilities of the Entertainments Convenor in their absence.
    - 1.2.3. In the event of a welfare issue regarding the Entertainments Convenor, take their place on the welfare panel.
  - 1.3. Secretary
    - 1.3.1. Keep accurate minutes of committee, crew, and user group meetings, ensuring they are shared with the committee and the Association, and available in an accessible format online.
    - 1.3.2. Maintain a calendar of Ents events, including details such as technical requirements.
  - 1.4. **Venues and Tech Officer**
    - 1.4.1. Maintain a log of the condition of Union venues.
    - 1.4.2. Share a weekly summary of the condition of venues with the committee.
    - 1.4.3. Organise venue maintenance between the committee, crew, and Technical Supervisor, to keep venues in good working order.
    - 1.4.4. Maintain a record of common details about Union venues, and act as the primary point of contact for questions regarding venue details.
  - 1.5. **Training Officer**
    - 1.5.1. Deliver in-person training to members of the committee and crew, including a weekly training session, or manage the delegation of this responsibility.
    - 1.5.2. Work with the Marketing and Engagement Officer to promote the weekly training sessions.
    - 1.5.3. Liaise with relevant Association staff to manage the online training required of members and maintain a record of its completion.
    - 1.5.4. Maintain a record of training for all active members, and act as the primary point of contact on determining the competency of members within Union venues.
  - 1.6. Social and Welfare Officer

- 1.6.1. Organise social events for both the committee and crew.
- 1.6.2. Act as the primary point of contact for any member with a welfare or wellbeing issue.
- 1.7. DJ and Acts Coordinator
  - 1.7.1. Organise regular DJ training sessions, which shall be freely available to all Ordinary Members of the Association.
  - 1.7.2. Maintain a record of active DJs, both student and local, and work with the DoES to organise and book acts for Union events.
- 1.8. Marketing and Engagement Officer**
  - 1.8.1. Maintain the public presence of Ents through managing mailing lists, and social media such as Instagram and Facebook.
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- 5. Meetings**
  - 5.1. All meetings shall operate as outlined in the Laws of the Association.
  - 5.2. Committee meetings shall be weekly during the academic year, and at other times as required.
    - 5.2.1. The quorum shall be two thirds of the voting committee, which shall only be required for decision-making processes.
    - 5.2.2. A simple majority shall be sufficient to constitute a decision.
    - 5.2.3. Meetings can be suspended and resumed by a majority vote of committee at any time.**
  - 5.3. Crew meetings shall be weekly during the academic year, and at other times as required.
    - 5.3.1. Meetings can be suspended and resumed by a majority vote of committee at any time.**
- 7. Collapse**
  - 7.1. In the event that the committee has an insufficient number of members, it shall collapse in **one of** the following ways:
    - 7.1.1. Choice**
      - 7.1.1.1. Any member can accept the role of a missing position by raising a vote with committee and receiving a majority in support.**
    - 7.1.2. Automatic**
      - 7.1.2.1. The Deputy Head shall take on the responsibilities of the Social and Welfare Officer.
      - 7.1.2.2. The Secretary shall take on the responsibilities of the Marketing and Engagement Officer.
      - 7.1.2.3. The Venues and Tech Officer shall take on the responsibilities of the Training Officer.**