

J. 19-6 Motion to restructure the Committee of Saints LGBT+

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 ability to execute large remits.
4. Many students want to be involved in the projects of the LGBT+ Subcommittee.

Believes

1. The activity and projects of Saints LGBT+ are 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 these volunteers.
3. Roles with a smaller and more 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 still 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 open avenues for involvement in Saints LGBT+ to people outside of the committee proper.
3. 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

Parker Hansen, Association LGBT+ Officer

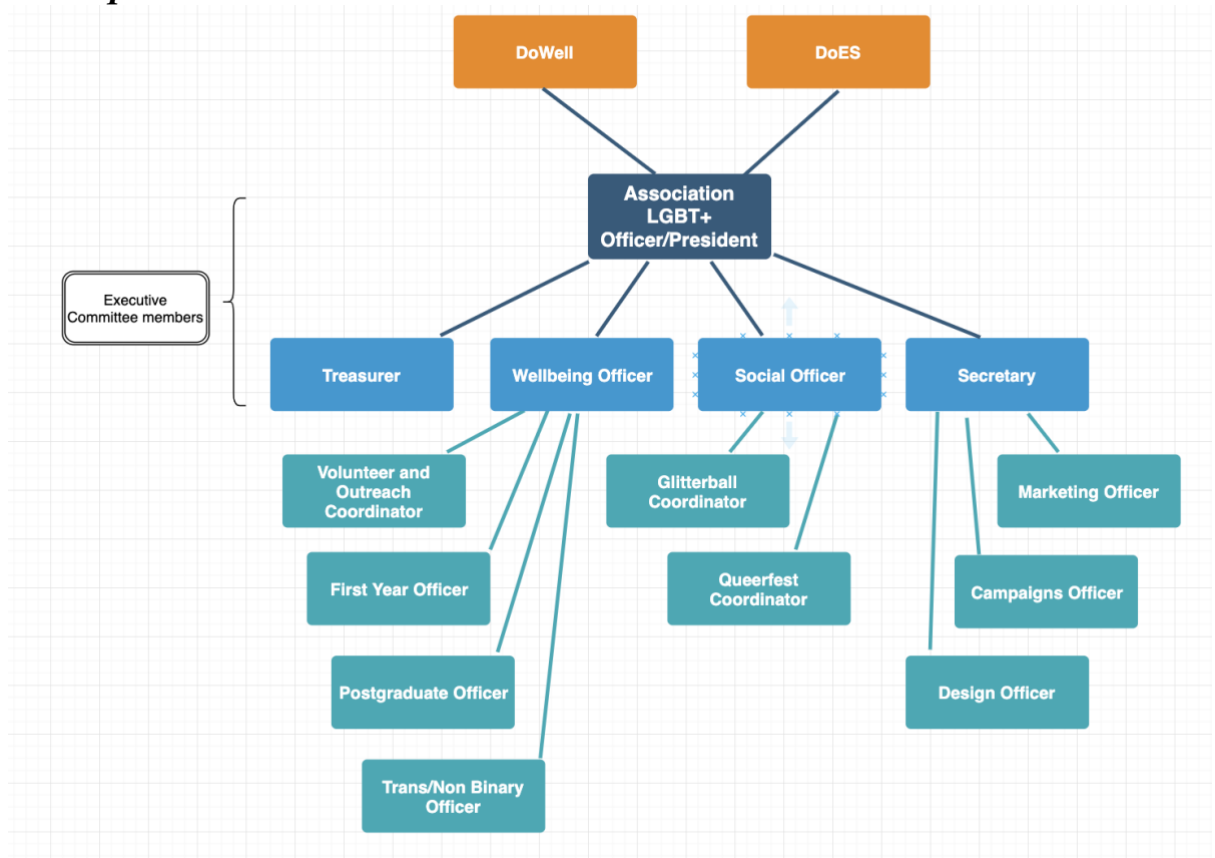
Seconded

Jamie Minns, DosDA

Zoë Ruki Nengite, Member for Racial Equality

Sandra Mitchell, Member for Lifelong and Flexible Learners

Appendix 1 - Proposed Committee Structure



Appendix 2 - Proposed Remits of new Saints LGBT+ Committee

<p>Secretary</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 weekly updates to any members on the mailing list, as well as any other important information -Will line manage Marketing Officer, Design Officer, and Campaigns Officer -Will be elected at the AGM 	<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, Queer Peer Support, Nightline, Condom Training) - Will be in charge of the role out of Welfare Initiatives such as; Let's Talk Events, Resource Library, Weekly Office Hours, Queer Peer Support, and Q & A's - Will focus on outreach and engagement of all individuals - Will line manage Community Projects Coordinator, First Year Officer, Postgraduate Officer, and Volunteer Coordinator. -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 Coordinator and Queerfest 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 -Will be elected at the AGM
<p>Marketing Officer</p> <ul style="list-style-type: none"> - Will be in charge of social media accounts - Will be in charge of managing promotion of all society events, including subsidiary subcommittees - Will be in charge of managing promotion of all society events, including subsidiary subcommittees -Will be managed by Communications Officer -Will be elected at the AGM 	<p>Volunteer and Outreach Coordinator</p> <ul style="list-style-type: none"> - Will oversee ISMU's- procuring volunteers to run them. -Will be in charge of appointing individuals to run existing projects and events - Will serve as a point of contact for any new volunteer and outreach projects. -Will oversee a body of volunteers to help 	<p>Glitterball Coordinator</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 	

	<p>with events, initiatives, and publications.</p> <ul style="list-style-type: none"> -Will ensure that Saints LGBT+ is finding ways to reach more people in the university, town, and greater Scottish LGBT+ community. -Will be line managed by Wellbeing Officer -Will be elected at the AGM 	<p>subcommittee</p> <ul style="list-style-type: none"> -Will be managed by Social Officer -Will assist with events -Will be interviewed by LGBT+ Selection Committee 	
<p>Campaigns Officer</p> <ul style="list-style-type: none"> -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 manage an annual campaigns calendar -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 -Will be elected at the AGM 	<p>First Year Officer</p> <ul style="list-style-type: none"> • 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 <p>Will be line-managed by Wellbeing Officer</p> <ul style="list-style-type: none"> -Will be elected at the EGM 	<p>Queerfest Coordinator</p> <ul style="list-style-type: none"> -Will be in charge in the organization and execution of Queer Fest, (including DRAG Walk) -Will chair subcommittees for the festival -Will assist with events -Will be line-managed by Socials Officer -Will be elected at the AGM 	
<p>Design Officer</p> <ul style="list-style-type: none"> -Will be in charge of designing merchandise for the committee AND members of larger community. -Will be in charge of creating all graphics for online events, campaigns, and initiatives. -Will be in charge of designing all physical promotional material for events, campaigns, and initiatives. 	<p>Postgraduate Officer</p> <ul style="list-style-type: none"> -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 		

<ul style="list-style-type: none"> -Will be in charge of maintaining and improving the website. -Will be interviewed by the Selections Committee. -Will be line managed by the Secretary. 	<ul style="list-style-type: none"> -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 -Will be elected at the EGM 		
	<p>Trans/Non-Binary Officer</p> <ul style="list-style-type: none"> -Will work to promote trans/Non-binary engagement -Will run events and initiatives specifically for trans students including trans meetups and the clothing drive. -Will coordinate Traansfest, including creating a subcommittee. -Will work to make sure trans students have access to information and community that they need. -Will ensure that all events run by the Committee are welcoming to trans students. -Will be line-managed by the Wellbeing Officer -Will be elected at the AGM 		

**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, as well as volunteers, 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 be in charge of managing the Committee's Schedule, ensuring all events are planned in a timely manner and do not clash with each other or other important dates.

4.2.3.4. Will liaise with Wellbeing Officer to ensure that all events and projects are carried out safely and create an inclusive atmosphere

4.2.3.5. 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

4.2.8. Director of Events and Services

5. Non-Executive Officers

5.1 Non-Executive Officers may include:

Marketing Officer

Design Officer

Campaigns Officer

Glitterball Coordinator

Queerfest Coordinator

*Volunteer and Outreach Officer
First Year Officer
Postgraduate Officer
Trans and Non-binary 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 Candlemas 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. Wellbeing Officer

8.2.3. Design 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. S. 19-1 A