

J20-06 MOTION TO REFORM THE ENTERTAINMENTS COMMITTEE

THIS SRC AND SSC

NOTE:

1. The interviewed committee positions as advertised most recently (April 03), do not reflect
the positions as currently laid out in the Laws

THIS SRC AND SSC

BELIEVE:

1. The following changes will constitutionalise the current trial structure of the Entertainments
Committee making it more effective for day-to-day running of the organisation

THIS SRC AND SSC

RESOLVE:

To amend Chapter 17 (SSC Entertainments Committee) of the Laws of the Association from the content in Appendix A to the content in Appendix B (with changes highlighted)

PROPOSED

Ryan Delaney *SSC
Entertainments Officer*

SECONDED

Mika Schmeling *Director of
Events and Services*

Shaina Sullivan *Director of Student
Development and Activities*

Jamie Rodney *President of the
Students Association*

APPENDIX A

Chapter Seventeen: SSC
Entertainments

Committee

1. Committee

1.1. The Committee shall be formed of:

1.1.1. The Director of Events and Services 1.1.2. The Building Supervisor (non-voting) 1.1.3. The Deputy Building Supervisor (non-voting) 1.1.4. SSC Entertainments Convenor 1.1.5. Secretary 1.1.6. Events Officer 1.1.7. Two Technical Co-ordinators 1.1.8. Social Officer 1.1.9. Entertainments Spaces Manager 1.1.10. Performance Space Manager 1.2.

The Committee shall be structured as follows:

1.2.1. The Building Supervisor is recognised as having overall responsibility for the building,
and the safety of those within it, and has final say over issues pertaining to these matters.

1.2.2. The Director of Events and Services is the primary client, funding body, and line

manager of the Entertainments Committee, including on issues of Health and Safety.

1.2.3. The SSC Entertainments Convenor acts as committee chair, sits on the committee to

appoint other positions, and is responsible for the performance and commitments of the Crew as a whole. 2. Committee Remit

2.1. The Committee shall:

2.1.1. Be responsible, alongside the Director of Events and Services, for the organisation and

staging of events in the Union. 2.1.2. Liaise with, and provide a weekly forum for, user groups (excluding revision and

examination period). 2.1.3. Be the final point of approval for any event within the Union's venues, and where necessary, can adapt or deny events based on timing, logistics, or technical requirements. 2.1.4. Ensure that necessary levels of Health and Safety are maintained within the venues in

collaboration with the Health and Safety Convener. 2.1.5. Meet at least once per week during term (excluding revision and examination period). 2.1.6. Have the ability to suspend membership of the Entertainments Crew for serious

breach of Health and Safety regulations. 2.1.7. Inform the Director of Events and Services if insufficient numbers of crew are
unavailable for an event.

3. Officer Remits

3.1. The SSC Entertainments Convenor shall:

3.1.1. Be the Entertainments Crew Representative on the SSC 3.1.2. Chair Ents Meetings 3.1.3. Be responsible for the functioning of the SSC Entertainments Committee, and the

wellbeing of all Entertainments Crew members. 3.1.4. Coordinate all activities relating to recruitment and awareness of the Crew. 3.1.5. Sit on the SSC Entertainments Selection Committee 3.1.6. Represent and act on behalf of the Entertainments Committee out with meetings,

relating to both events and the functioning of the Crew.

3.2. The Secretary shall:

3.2.1. Minute the committee, user groups and crew meetings and distribute minutes

accordingly. 3.2.2. Maintain an Ents Calendar of events, including their technical requirements and event

details. 3.2.3. Manage the Ents email account, and the crew's online presence (website, wiki,

twitter, Facebook etc.). 3.2.4. Produce Crew Passes. 3.3. The Performance Space

Manager Shall:

3.3.1. Be responsible for the smooth running of events in the Performance Space, including

the arrangement of appropriate technicians and equipment. 3.3.2. Assist the Events Officer with the management of events in the Entertainment venue

and bar spaces. Be the primary point of contact for all enquiries regarding Society run events. 3.3.3. Attend User Groups and assume responsibility for events in the

Performance Space

thereafter. Act as the single point of contact for RAG-Week conducted by the Charities Campaign

3.3.4. Be the primary point of contact for all enquiries regarding events taking place in the

Performance Space. 3.3.5. Facilitate relations and projects between Ents and other subcommittees, both as

users and for potential collaborations. 3.4.

The Entertainment Spaces Manager shall:

3.4.1. Be responsible for the smooth running of events in the Entertainment venue and bar spaces, including the arrangement of appropriate technicians and equipment.

3.4.2. Assist the Operations Officer with the management of events in the Performance Space. Maintain an up-to-date list of DJs available for events within and out with the Association Building. 3.4.3. Attend User Groups and assume responsibility for events in the Entertainment venue

and bar spaces thereafter. The Technical Coordinators shall: 3.4.4. Be the primary point of contact for all enquiries regarding events taking place in the Entertainment venue and bar spaces. Identify, arrange and record necessary maintenance on equipment under control of the SSC Entertainments Committee, both in and out of house 3.4.5. The Entertainments

Officer shall act as Deputy to the SSC Entertainments Convenor. 3.5. Events Officer

3.5.1. Organise events originating from the Entertainments Subcommittee, including

recurring events in the Entertainment venue and bar spaces and any further events which the Entertainments Subcommittee wishes to hold on a regular or individual basis in said venues. Maintain interest from new/existing members through social activities and communications 3.5.2. Liaise with the Director of Events and Services, Entertainments Subcommittee, Design

and Marketing Officer and other relevant parties for any required advertising, hires and purchases relating to events. Temporary Members. 3.5.3. Maintain an up-to-date list of DJs available for events both within and out with the

Association building. 3.5.4. Provide DJs for events as required. 3.5.5. Be responsible for the training of new DJs. 3.6. The Technical Co-ordinator (two positions) shall:

3.6.1. Maintain an inventory of assets and consumables under the control of the SSC

Entertainments Committee. 3.6.2. Identify, arrange and record necessary maintenance on equipment under control of

the SSC Entertainments Committee, both in and out of house. 3.6.3. Work with the Director of Events and Services to ensure all kit required for hires is in

working order and to search for potential sources of new/second-hand kit as appropriate. 3.6.4. Be able to conduct introductory training across the whole range of Ents activities. 3.6.5. Coordinate with the senior members of the Crew further training in areas out with

their areas of expertise. 3.6.6. Maintain Crew Training Records, and an up to date list of training requirements and

interests. 3.6.7. Maintain Crew Hands Documentation. 3.7. Social Officer shall:

3.7.1. Arrange crew socials. 3.7.2. Maintain interest from new/existing members through social activities and communications.

3.7.3. Be a point of contact for any issues which new crew members may have. 4. Temporary Members

4.1. The standing Committee may appoint up to two additional, temporary, non-voting

members by majority decision to sit on the committee for the particular matter they were included for only. A simple majority decision is enough to constitute a decision. 4.2. The

Technical Officer of the Performing Arts Subcommittee (Mermaids) may sit on the committee as a temporary, non-voting member for the particular matter they were included for only. 5. Quorum

5.1. Quorum, consisting of 2/3 of the (voting) committee will be required only for

decision-

making processes. 5.2. A simple majority decision is enough to constitute a decision. 6. Selection of the Committee Members

6.1. The Entertainments Committee will be selected after the Association elections.

6.2. The SSC Entertainments Convener will be selected by the SSC Conveners Selection

Committee as described Chapter Three of the Laws. 6.3. The other appointed positions of the Entertainments Committee will be selected by the

outgoing Director of Events and Services, the Director of Events and Service Elect, the outgoing SSC Entertainments Convener, the SSC Entertainments Convener Elect, the outgoing position holder. 6.3.1. If the outgoing position holder is standing for reappointment then the outgoing

position holder must recuse themselves from this selection committee. 6.3.2. A simple majority is required. 6.4. Should the need arise to reappoint a position before the next student elections, the

selection committee shall consist of the SSC Entertainments Convener, the Director of Events and Services, and the outgoing position holder. 6.4.1. If the outgoing position holder is standing for reappointment then the outgoing

position holder must recuse themselves from this selection committee.

6.4.2. A simple majority is required. 7. The SSC Entertainments Crew

The SSC Entertainments Crew shall: 7.1. Be responsible for the rigging and operation of events requiring their services within the

Association Building 7.2. Adhere to all Health and Safety regulations put in place.

7.3. Be open to all matriculated students whilst requiring appropriate training in order to

participate beyond basic levels. 7.4. Remain a voluntary group. 7.5. Meet at least once per week during term (excluding revision and examination periods).

APPENDIX B

Chapter Seventeen: SSC
Entertainments

Committee

8. Committee

8.1. The Committee shall be formed of:

8.1.1. The Director of Events and Services 8.1.2.

The Building Supervisor (non-voting) 8.1.3. The

Deputy Building Supervisor (non-voting)

8.1.3.8.1.4. The Entertainments Technical Supervisor (non-voting) 8.1.5. SSC

Entertainments Convener 8.1.4.8.1.6. Deputy Head 8.1.5.8.1.7. Secretary

8.1.6.8.1.8. Venues and Tech Representative Events Officer 8.1.7.8.1.9. Training Representative Two Technical Co-ordinators 8.1.8.8.1.10. Social and Welfare Officer 8.1.9.8.1.11. Entertainments Spaces Manager DJ and Acts Coordinator 8.1.10.8.1.12. Performance Space Manager Marketing and Engagement Officer

8.2. The Committee shall be structured as follows:

8.2.1. The Building Supervisor, working with the Deputy Building Supervisor and

Entertainments Technical Supervisor is recognised as having overall responsibility for the building, and the safety of those within it, and has final say over issues pertaining to these matters. 8.2.2. The Director of Events and Services is the primary client, funding body, and line

manager of the Entertainments Committee, including on issues of Health and Safety.

8.2.3. The SSC Entertainments Convenor acts as committee chair, sits on the committee to

appoint other positions, and is responsible for the performance and commitments of the Crew as a whole. 8.2.3.8.2.4. The Entertainments Technical Supervisor is recognised as managing and

maintaining the Venue and, along with the Building Supervisor and Deputy Building Supervisor, manages issues of Health and Safety, with the DoES, in relation to the operation of the SSC Entertainments Committee and Crew 9. Committee Remit

9.1. The Committee shall:

9.1.1. Be responsible, alongside the Director of Events and Services, for the organisation and

staging of events in the Union management and successful execution of events in the Union. 9.1.2. Liaise with, and provide a weekly forum for, user groups (excluding

revision and

examination period). 9.1.3. Be the final point of approval for any event within the Union's venues, and where necessary, can adapt or deny events based on timing, logistics, or technical requirements, in association with permanent staff. 9.1.4. Ensure that necessary levels of Health and Safety are maintained within the venues in

collaboration with the Health and Safety Convener Ensure that all committee and crew members of the SSC Entertainments Committee maintain the necessary level of Health and Safety within the Venue in collaboration with the Building Supervisor, Deputy Building Supervisor, Entertainments Technical Supervisor, Training Representative and Director of Events and Services. 9.1.5. Meet at least once per week during term

(excluding revision and examination period). 9.1.6. Have the ability to suspend membership of the Entertainments Crew for serious

breach of Health and Safety regulations. 9.1.7. Inform the Director of Events and Services if insufficient numbers of crew are

unavailable for an event.

10. Officer Remits

10.1. The SSC Entertainments Convenor shall:

10.1.1. Be the Entertainments Crew Representative on the

SSC 10.1.2. Chair Ents Meetings

10.1.3. Be responsible for the functioning of the SSC Entertainments Committee, and the

wellbeing of all Entertainments Crew members, in conjunction with the Social and Welfare Officer.

10.1.4. Coordinate all activities relating to recruitment and awareness of the Crew, in

conjunction with the Social and Welfare Officer.

10.1.5. Sit on the SSC Entertainments Selection Committee

10.1.6. Represent and act on behalf of the Entertainments Committee out with meetings,

relating to both events and the functioning of the Crew.

10.2. The Secretary shall:

10.2.1. Minute the committee, user groups and crew meetings and distribute minutes

accordingly. 10.2.2. Maintain an Ents Calendar of events, including their technical requirements and

event details. 10.2.3. Manage the Ents Crew social pages (Instagram, Facebook etc) in conjunction with

the Social and Welfare Officer. Manage the Ents email account, and the crew's online presence (website, wiki, twitter, Facebook etc.). 10.2.3. Produce Crew Passes. 10.3. The Deputy Head Shall:

10.3.1. Be the second in the command of the Entertainments Committee, working together

with the SSC Entertainments Convenor and the Secretary 10.3.2. In the event the SSC Entertainments Convenor is unavailable, the Deputy Head

should assume all the responsibilities and roles outlined in Section 3.1

10.3.3. In the event of a welfare issue regarding the SSC Entertainments Convenor, they will

replace the Convenor on the welfare panel as outlined in Section 7

10.4. The Venues and Tech Representative Shall:

10.4.1. Be responsible for maintaining a log of the state of the Venue 10.4.2.

Produce a summary of the state of the Venue each week during the Committee

meeting 10.4.3. Organise maintenance between the Committee, Crew and Entertainments Technical

Supervisor to keep the venue in good working condition 10.4.4. Maintain a record of common details about the Venue and be the main point of

contact for questions regarding the Venue

10.5. The Training Representative Shall:

10.5.1. Be responsible for delivering all in-person training to members of the Committee

and Crew, or to manage delegating this responsibility 10.5.2. Maintain a log of training for all members of Ents Crew and be the main point of contact to determine competency of members in the Venue 10.5.3. Liaise with the Deputy Building Supervisor to manage online training required by members of the Ents Crew and maintain a shared log of its completion 10.5.4. Organise, run or delegate training every Wednesday after Crew meeting 10.5.5. Work with the Social and Welfare Officer to release details and advertisements of trainings taking place every week on Ents Platforms

10.6. Social and Welfare Officer Shall:

10.6.1. Organise crew socials and liaise with Convenor and Management Accountant to

arrange relevant bar tabs etc 10.6.2. Be the main point of contact for any member of Committee and Crew who have

welfare or wellbeing issues for any reason 10.6.3. Sit on the welfare panel as outlined in Section 7

10.7. The DJ and Acts Coordinator Shall:

10.7.1. Organise DJ trainings, provided free to any member of the Students Association 10.7.2. Maintain a record of DJs and work with the Director of Events and Services when

relevant to organise and book acts for events in the Union

10.8. Marketing and Engagement Officer

10.8.1. Manage the Ents Crew public presence including Instagram, Facebook and email to

advertise, publicise and attract new members of Ents Crew 10.2.4. When and where relevant, organise photography and videography to produce

advertising materials for the Ents Crew 10.2.4. The Performance Space Manager Shall: Be responsible for the smooth running of events in the Performance Space, including the arrangement of appropriate technicians and equipment. Assist the Events Officer with the management of events in the Entertainment venue and bar spaces. Be the primary point of contact for all enquiries regarding Society run events. Attend User Groups and assume responsibility for events in the Performance Space thereafter. Act as the single point of contact for RAG-Week conducted by the Charities Campaign Be the primary point of contact for all enquiries regarding events taking place in the Performance Space. Facilitate relations and projects between Ents and other subcommittees, both as users and for potential collaborations. The Entertainment Spaces Manager shall: Be responsible for the smooth running of events in the Entertainment venue and bar spaces, including the arrangement of appropriate technicians and equipment. Assist the Operations Officer with the management of events in the Performance Space. Maintain an up-to-date list of DJs available for events within and out with the Association Building. Attend User Groups and assume responsibility for events in the Entertainment venue and bar spaces thereafter. The Technical Coordinators shall: Be the primary point of contact for all enquiries regarding

events taking place in the Entertainment venue and bar spaces. Identify, arrange and record necessary maintenance on equipment under control of the SSC Entertainments Committee, both in and out of house. The Entertainments Officer shall act as Deputy to the SSC Entertainments Convenor. Events Officer Organise events originating from the Entertainments Subcommittee, including recurring events in the Entertainment venue and bar spaces and any further events which the Entertainments Subcommittee wishes to hold on a regular or individual basis in said venues. Maintain interest from new/existing members through social activities and communications. Liaise with the Director of Events and Services, Entertainments Subcommittee, Design and Marketing Officer and other relevant parties for any required advertising, hires and purchases relating to events. Temporary Members. Maintain an up-to-date list of DJs available for events both within and out with the Association building. Provide DJs for events as required. Be responsible for the training of new DJs. The Technical Co-ordinator (two positions) shall: Maintain an inventory of assets and consumables under the control of the SSC Entertainments Committee.

Identify, arrange and record necessary maintenance on equipment under control of the SSC Entertainments Committee, both in and out of house. Work with the Director of Events and Services to ensure all kit required for hires is in working order and to search for potential sources of new/second-hand kit as appropriate. Be able to conduct introductory training across the whole range of Ent activities. Coordinate with the senior members of the Crew further training in areas out with their areas of expertise. Maintain Crew Training Records, and an up to date list of training requirements and interests. Maintain Crew Hands Documentation. Social Officer shall: Arrange crew socials. Maintain interest from new/existing members through social activities and communications. 10.2.5.10.8.2. Be a point of contact for any issues which new crew members may have. 11. Temporary Members

11.1. The standing Committee may appoint up to two additional, temporary, non-voting members by majority decision to sit on the committee for the particular matter they were included for only. A simple majority decision is enough to constitute a decision. 11.2.

The Technical Officer of the Performing Arts Subcommittee (Mermaids) may sit on the committee as a temporary, non-voting member for the particular matter they were included for only. 12. Quorum

12.1. Quorum, consisting of 2/3 of the (voting) committee will be required only for decision-making processes. 12.2. A simple majority decision is enough to constitute a decision. 13. Selection of the Committee Members

13.1. The Entertainments Committee will be selected after the Association elections. 13.2. The SSC Entertainments Convenor will be selected by the SSC Conveners Selection Committee as described Chapter Three of the Laws. 13.3. The other appointed positions of the Entertainments Committee will be selected by

the outgoing Director of Events and Services, the Director of Events and Service Elect, the outgoing SSC Entertainments Convenor, the SSC Entertainments Convenor Elect, the outgoing position holder. 13.3.1. If the outgoing position holder is standing for reappointment then the outgoing

position holder must recuse themselves from this selection committee. 13.3.2. A simple majority is required. 13.3.2.13.3.3. The members of the selection committee can choose to skip including the

outgoing position holder on a majority vote. 13.4. Should the need arise to reappoint a position before the next student elections, the selection committee shall consist of the SSC Entertainments Convener, the Director of Events and Services, and the outgoing position holder. 13.4.1. If the outgoing position holder is standing for reappointment then the outgoing

position holder must recuse themselves from this selection committee.

13.4.2. A simple majority is required. 14. Welfare Panel

14.1. In order to handle welfare and wellbeing concerns efficiently, and to maintain relative anonymity and confidentiality, concerns can only be shared with the following members:

14.1.1. SSC Entertainments Convener (anonymised only) 14.1.2. Deputy Head (mostly anonymised, see Section 7.2) 14.1.3. Social and Welfare Officer 14.1.4. The Director of Events and Services 14.2. If a welfare concern is raised about the SSC Entertainments Convener or the Social

and Welfare Officer, the Deputy Head shall stand in their place 14.3. The Welfare Panel will maintain a log of any welfare or wellbeing concerns of

members for the duration of the academic year 14.4. Any details of wellbeing concerns may only be shared under the permission of the

welfare panel or permission of the concern raiser, except when required to maintain the safety of members 13.4.14.5. The Welfare Panel will take all steps possible to resolve and address welfare and

wellbeing concerns in a timely fashion, working with the concern raiser to resolve any concerns 14.15. The SSC Entertainments Crew

The SSC Entertainments Crew shall: 14.1.15.1. Be responsible for the rigging and operation of events requiring their services within

the Association Building 14.2.15.2. Adhere to all Health and Safety regulations put in place.

14.3.15.3. Be open to all matriculated students whilst requiring appropriate training in order to

participate beyond basic levels. 14.4. Remain a voluntary group. 15.4. Meet at least once per week during term (excluding revision and examination

periods). 16. Graceful

Collapse

16.1. In the event the committee does not have enough members, it will collapse down in the following ways 16.1.1. The Social and Welfare Officer will be overtaken by the Deputy Head 16.1.2. The Marketing and Engagement Officer will be overtaken by the Secretary 14.4.1.16.1.3. The Training Representative will be overtaken by the Venues and Tech

Representative