



# **University of St Andrews Students' Association Executive Committee**

## **AGENDA**

Tuesday 18<sup>th</sup> April 2017 - Committee Room - 7pm

- 1. Adoption of the Agenda**
- 2. Apologies for Absence**
- 3. Adoption of the Minutes of the Previous Meeting**
- 4. Matters Arising from the Minutes of the Previous Meeting**
- 5. Unfinished General Business**
- 6. New General Business**
  - 6.1. On The Rocks Subcommittee Structure Changes
- 7. Any Other Competent Business**

# Chapter Fifteen: SSC Arts Festival Committee (On The Rocks)

1. Aims The SSC Arts Festival Committee (On The Rocks) aims to to make the arts accessible to the student and local community – through facilitating and coordinating one student-run arts festival in semester two, herein further referred to as ‘the festival’, and, to a lesser extent, coordinating and facilitating other student run arts events throughout the academic year.

## 2. Membership

2.1. Executive Committee On The Rocks Executive Committee shall have the following members:

2.1.1. SSC Arts Festival Convener (Director & Chair)

~~2.1.2. Director of Operations~~

2.1.2 Head of Finance

2.1.3 Head of Logistics

2.1.4 Head of Events

2.1.5. Head of Programming

2.1.6 Head of Publicity

2.1.7 Head of Press

2.1.8 Head of Venues and Tech

~~2.1.8. Head of Community Events~~

2.1.9 Head of Community & Outreach

2.1.9 Head of Administration

2.1.10 Festival Designer

2.1.11 Website Designer

2.1.12 Social Media Officer

## 2.2 Subcommittees

On The Rocks Executive Committee shall oversee the work of the following subcommittees:

2.2.1. Publicity and Design

The Publicity and Design subcommittee are responsible, at minimum, for ensuring constant and aesthetic branding adhere to the vision of the festival. They choose, design and order all merchandise and promotional material. Manage all of the marketing operations during the weeks leading up to the festival and the week of the Festival itself.

~~2.2.2. Operations~~

~~The Operations subcommittee are responsible, at minimum, for managing grant funding and sponsorship on a local and national level. They also devise the Box Office system subsequent to event confirmation.~~

2.2.3. Programming

The Programming subcommittee are responsible, at minimum, to coordinate applications from external groups to be part of the Festival and along with the SSC Arts Festival Convener, Director of Operations, Head of Venues and Technical programme and timetable the festival.

2.2.4. Community Events

The Community Events subcommittee are responsible, at minimum, to coordinate events aimed primarily at increasing Town and Gown relations.

2.2.5. Venues and Technical

The Venues and Technical subcommittee are responsible, at minimum, to coordinate venues and technical aspects of the festival – liaising with the SSC Entertainments Committee and Director of Events and Services where appropriate.

#### 2.2.6. Press

The Press subcommittee are responsible, at minimum, to liaise with local press and media outlets, and coordinate social media outlets.

#### 2.2.7. Events

The Events subcommittee are responsible, at minimum, to coordinate and facilitate Festival events throughout the year.

### 2.3. Meetings

2.3.1. The executive committee shall meet weekly throughout the year prior to the Festival as a minimum. Other meetings can and shall be called by the SSC Arts Festival Convener when necessary.

2.3.2. On The Rocks subcommittees will meet weekly, or bi-weekly, throughout the year prior to the festival as a minimum, from the point at which the full committees are in post.

### 2.4. Quorum

The quorum shall be three-fifths of the voting membership of the committee.

### 2.5. Notice

All members of the Committee must be given at least 24 hours notice of any committee meeting.

## 3. Annual General Meeting

### 3.1. Procedure

The AGM shall be held during Semester Two after The Festival and shall:

3.1.1. Require 10 days notice.

3.1.2. Be publicised widely in such places and by such methods as the committee shall determine.

3.1.3. Include reports from the SSC Arts Festival Convener, Director of Operations and all other Executive Officers and allow for questions.

3.1.4. Decide on the formation of subcommittee positions available the following year.

## 4. Interviewed positions

4.1. The SSC Arts Festival Convener will be appointed by the SSC Convener Selection Committee as described in Chapter Three of the Laws.

4.2. All other members of the Executive Committee shall be selected by the SSC Arts Festival Selection Committee, which will be composed of the SSC Arts Festival Convener, the outgoing SSC Arts Festival Convener, a Sabbatical Officer and the outgoing office holder.

## 5. Subcommittee Application Process

5.1. Any members of the Association may apply to take office in a subcommittee.

5.2. The subcommittee application process is decided upon and distributed by the Executive Committee under the guidance of the SSC Arts Festival Convener and, where appropriate, the Director of Student Development and Activities.

5.3 Interviews will be coordinated where appropriate.

5.4 Applications for Subcommittee positions are taken primarily in semester one but right is given to the SSC Arts Festival Convener to advertise subcommittee openings as appropriate.

## **6. Committee Decisions**

6.1. Should a consensus be unobtainable at a Committee meeting, a vote should be taken. Those members of the SSC Arts Festival Committee shall be eligible to vote and in the event of a tie, the casting vote will be held by the Chair of the meeting.