



University of St Andrews Students' Association Executive Committee

AGENDA

Tuesday 4th April 2017 - Committee Room - 6pm

- 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. Environment Subcommittee Structure
 - 6.2. Community Relations Subcommittee Structure
 - 6.3. Alumni Subcommittee Structure
 - 6.4. Charities Subcommittee Structure
- 7. Any Other Competent Business**

Environment Committee

Previous

- Association Environment and Ethics officer
- Green Week Coordinator
- Societies Liaison Officer
- Design and Marketing Officer
- Project Officer (x2)

Proposed

- Design Officer – In charge of graphic design
- Publicity Officer – In charge of running the social media and email account
- Green Week Coordinator
- Events Officer – In charge of organising general events
- General Project Officer – To help with general tasks

Community Relations Committee

Proposed

Student Publicity Officer

- ❖ Responsibilities:
 - Marketing all of the Committee's publicity campaigns throughout the year that are aimed at students (e.g. May Dip, Raisin, cycle safety)
- ❖ Required Skills:
 - How to design
 - Ability to commit the time to creating meaningful, quality campaign material in a timely fashion

Secretary

- ❖ Responsibilities:
 - Taking minutes at weekly meetings
 - In conjunction with the Community Relations Officer (Hannah Raleigh), taking charge of handling the Committee's budget and finances
 - NB: The Union offers treasurer training that the Secretary would be highly encouraged to attend (details of training to follow).
 - This part of the role is nothing to be intimidated by; the Committee's budget is fairly small and uncomplicated!
- ❖ Required Skills:
 - Good listening skills
 - Efficient (i.e. uploading minutes within a day or two of meetings to the Committee's Facebook page to keep any members who were unable to attend up to date).

Town Liaison Officer

- ❖ Responsibilities:
 - This role is greatly focused on the perception of students by locals.
 - Reaching out to locals and advertising appropriate student-run events that they can attend
 - e.g. writing a brief column in a local paper highlighting student-run events, setting up and running a mailing list of local community groups
 - Potentially attending Community Council meetings (monthly) with the Community Relations Officer
 - Be on the lookout for events run by locals and encourage student attendance (e.g. coffee mornings run by the Town Council)

- ❖ Required Skills:
 - Strong comfort level with community outreach
 - Creativity – the Committee is always open to new ideas on how to better serve town-gown relations!

Student Group Liaison Officer

- ❖ Responsibilities:
 - Reaching out to student groups and seeking opportunities for collaboration in running events with the potential for town-gown overlap
 - You won't be starting from scratch – the Committee has a history of partnerships with several organizations around campus that are a great starting point! However, new collaborations are always welcome and encouraged. 😊
 - Managing said collaboration and liaising between those groups and the Committee as events are planned and run
- ❖ Required Skills:
 - Strong time management skills
 - Sociality and comfort level with reaching out to student groups you might not be familiar with!

Alumni Subcommittee

Previous

- Association Alumni Officer
- Association President
- Athletic Union Alumni Officer
- Festival Co-ordinator
- Marketing Officer
- Societies Liaison Officer
- Secretary

Proposed

- **Association Alumni Officer** – oversee the work of each member of the subcommittee, including recruiting the subcommittee. Will match the mentors and mentees together, and oversee the Alumni Festival Weekend. Will maintain a friendly presence and point of contact for alumni both while in St Andrews and throughout travels/visits.
- **Association President** – Your line manager. They'll have regular meetings with the Alumni Officer to check you're supported and making progress.
- **Athletic Union Alumni Officer**- counterpart within the Athletic Union.
- **Member without Portfolio** – they will work alongside all members of the Alumni subcommittee to lend a helping hand and will be particularly helpful during the festival when there are additional jobs to be completed.
- **Publicity Officer**- they will coordinate all publicity drives you may want to push, any events and the Alumni Festival Weekend marketing. Most publicity materials targeting alumni will have to be approved by Development, and you can utilise the Union's Design Assistant for help with graphic design.
- **Mentor Scheme Outreach Officer** – they will be the key point of contact for incoming mentors and mentees, and will ensure all sign up applications and similar are completed and correct, before any matching begins. They will also have the responsibility of ensuring the 'rules' and requirements and explained to the mentor/mentee.
- **Secretary** – they will take the minutes of meetings and email them to the Student's Association. They will also help with the organization of any events and projects where necessary.

Charities Committee

2.1.Charities Executive

2.1.1.Membership

2.1.1.1.SSC Charities Officer (Convenor and Chair)

2.1.1.2.Vice-Convenor (interviewed)

2.1.1.3.Secretary

2.1.1.4.Treasurer (interviewed)

2.1.1.5.RAG Week Coordinator (interviewed)

2.1.1.6.Race2 Coordinator (interviewed)

2.1.1.7.Events **Team** Coordinator (interviewed)

2.1.1.8.Marketing Coordinator

2.1.1.9.Charitable Societies Coordinator (interviewed)

2.1.1.10.Halls Coordinator

2.1.1.11.Cloakroom Coordinator

2.1.1.12.Sponsorship and Development Coordinator

~~2.1.1.13 Special Events Coordinator (Interviewed)~~

2.1.1.14.Director of Student Development & Activities/Director of Events and Services

2.1.1.15. Postgraduate Coordinator

Events Team Coordinator will now be an interviewed executive position. This will be explained in 2.1.2. As we no longer have an events team for the overall campaign nor a special events committee, it does not make sense to have a two separate Coordinators. Instead, one Events Team Coordinator will take on the dual role and have their own subcommittee. The Events Coordinator and Special Events Coordinator roles have been lacking in clear structure and remit, and this merge will help clarify the position in the overall Campaign.

2.1.2.The Vice-Convenor, Treasurer, RAG Week Coordinator, Race2 Coordinator, Charitable Societies Coordinator, **and** Events Coordinator ~~and Social Special Events Coordinator~~ shall be co-opted by a vote of a panel consisting of the current SSC Charities Officer, the incoming SSC Charities Officer, the previous office bearer of the position and at least one sabbatical officer. The Charitable Societies Coordinator interview panel shall also include the SSC Societies Officer. A sabbatical or sabbatical-elect officer must be present for the co- option to be binding. All interviewed positions must be chosen before the AGM.

Events Team Coordinator needs to be added into the interviewed slots as they will lead the new Events Team subcommittee of the Campaign. They also hold a lot of responsibility, and as such should be interviewed to ensure that they can handle the remit of the role. Social should be deleted as we do not have an entitled position as such. The name of the Ball Coordinator should be switched to Special Event Coordinator, as they will be planning a major specialty fundraising event.