



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

**MINUTES**

Friday 10<sup>th</sup> April 2015 12pm - Students' Association Board Room

**Present**

<b>Member's Name</b>	<b>Position</b>
Zara Evans	Association Chair
Fay Morrice	Association Director of Student Development and Activities
Sigrid Jorgensen	SRC Deputy Senior Officer
Annie Newman	SRC Senior Officer
Charlotte Andrew	SSC Senior Officer
Sigrid Jorgensen	SSC Deputy Senior Officer

**In Attendance**

Iain Cupples                      Student Advocate (Education)/HR Manager

**1. Adoption of the Agenda**

The agenda was adopted without dissent.

**2. Apologies for Absence**

<b>Member's Name</b>	<b>Position</b>	<b>Reason</b>
Leon O'Rourke	Association Director of Events and Services	
Ondrej Hajda	Association Director of Representation	
Pat Mathewson	Association President	

The apologies were accepted without dissent.

### **3. Adoption of the Minutes of the Previous Meeting**

The minutes of the last meeting of the SAEC would follow.

### **4. Matters Arising from the Minutes of the Previous Meeting**

There were no matters arising from the previous meeting.

### **5. Unfinished General Business**

There was no unfinished general business.

### **6. New General Business**

#### **6.1. Approval of new subcommittee structures**

##### **a. Association Alumni committee**

Ms Newman explained that this was a provisional structure covering key positions, and that additional positions would be added later. At that point she would bring a revised structure to the Executive.

This structure was **approved**.

##### **b. Association Community Relations committee**

This structure was **approved**.

##### **c. Association Environment and Ethics committee.**

The Executive agreed that the name of the 'societies officer' position should be changed to 'societies liaison officer' to avoid confusion. Subject to this change, the structure was **approved**.

##### **d. Association Elections Committee.**

The structure of this committee was set down in the Laws. This structure was therefore **approved**.

##### **e. Association LGBT committee.**

Ms Jorgensen clarified the structure of the committee and how the posts related to each other in terms of supervision and reporting.

This structure was **approved**.

#### **f. SRC Accommodation committee.**

The Executive felt that the membership of the committee should be expanded as this was a key area of activity and a slightly larger committee could be more effective. In particular it was felt important to add a postgraduate representative, as PGs face different accommodation issues, and perhaps also a campaigns officer and 1<sup>st</sup> year officer. It would also be useful to understand whether liaison with the University was envisaged as being in the remit of the Accommodation Officer or whether a post dedicated to this would be required.

The absence of the Accommodation Officer and Association President from this structure was assumed to be an oversight.

The Executive agreed to ask the SRC Accommodation Officer to **revise** this structure.

#### **g. SRC Education committee**

The structure of this committee was set down in the Laws. This structure was therefore **approved**.

#### **h. SRC Employability committee.**

It was suggested that the 'Employability Rep and School Link' position should be retitled 'Outreach and Employability Rep' or 'Outreach Officer'.

It was also suggested that there was little need for separate Treasurer and Secretary positions as the budget issues involved in this committee would be limited. These posts should be merged.

It would be necessary to clarify the sabbaticals who sit on this committee - this had been omitted but it should be the DoRep and DoSDA.

Subject to these changes the structure was **approved**.

#### **i. SRC Equal Opportunities committee.**

The Executive felt that the role of SSC liaison was covered by the presence on the committee of SSC members including the DoRep and Association LGBT Officer. The SSC carve-up should therefore be removed. The posts of media manager and PR manager should be merged. Post names should reflect current practice at least until changes to the Laws were approved.

Subject to these changes the structure was **approved**.

#### **j. SRC External Campaigns committee.**

The roles of 'vice-chair' and 'member without portfolio' were felt to be redundant and should be removed. Again, the roles of secretary and treasurer should be merged as budgetary issues should be minimal. The roles of 'Member for political party campaigns' and 'member for domestic issues' should be merged as they were felt to overlap significantly. The Association President should be added.

Subject to these changes the structure was **approved**.

#### **k. SRC Wellbeing committee.**

For similar reasons to the committees above the roles of secretary and treasurer should be merged, as should the roles of publicity and design. Subject to these changes the structure was **approved**.

It was clarified that the Student Services interns are students.

## **7. AOCB**

Arrangements for proxy voting at Councils were discussed. It was **agreed** that Ms Evans would clarify this for Councils members, advising them to give clear instructions when assigning proxy votes and how to use a proxy vote responsibly. A standardised email would be available for members assigning proxy votes to send to the Association Chair in advance of meetings.

**The meeting adjourned.**