

Green Templeton College
Graduate Common Room Constitution

Prepared by: Alexander G. Hasson, GCR

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Revised by: Shubh Kumar, GCR President

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Contents

1	Purpose	1
2	Membership	2
3	Meeting	2
4	Motions	3
5	Elections	4
6	Green Templeton College Graduate Common Room Committee (GCRC)	5

7	Finance	7
8	Ideological Standing Orders	8
9	Other	8
10	Appendix	9
11	The Roles, Remits and Responsibilities of the GCRC	12

1 Purpose

1.1 The GCR is the Union of the students of Green Templeton College, administered by the GCRC, and constituted to represent the views of the student body.

1.2 This Constitution governs the GCRC, and how the GCRC relates to the GCR and College.

1.3 Purposes of the GCRC:

- 1.3.1 The GCRC is committed to safeguarding the academic, financial, physical and emotional well-being of all its Members.
- 1.3.2 The GCRC is responsible for the orderly administration of communal facilities under the remit of the GCRC.
- 1.3.3 The GCRC acts as the representative body for the GCR to present their views to the College and the University.
- 1.3.4 The GCRC is committed to carrying out the decisions of Open Meetings, GCRC Meetings, and GCR Executive Committee Meetings.
- 1.3.5 The purpose of the GCR shall be to create a vibrant collegiate atmosphere by providing social, cultural, and sporting opportunities for all College students.

2 Membership

- 2.1 Members of the GCR shall be those students who are registered at Green Templeton College, University of Oxford.
- 2.2 Families and partners of Members are welcome to all appropriate GCR events and are also represented by the GCRC but are not Members of the GCR or College.
 - 2.3.1 With the exception of Associate Members, who are approved at the discretion of the College, are associated with a current student; and are typically the partner of said student.

2.3 Only Members of the GCR may vote at meetings of the GCR or in GCR elections.

2.4 Members of the GCRC must be Members of the GCR who are elected (as per section 6) Officers. Exceptionally, Associate Members of the GCR may occupy the Families and Couples Representative position together with a full Member of the GCRC.

2.5 No member of the College should be discriminated against on grounds of sex, age, sexual orientation, race, religion, or disability, gender identity, or socioeconomic status.

3 Meeting

3.1 All meetings are to be called and chaired by the President.

3.2 Open Meetings:

3.2.1 The President will call at least one Open Meeting of the GCR each term and will give at least 72 hours notice.

3.2.2 If a voting is required, 10% of all Members constitute a quorum at an Open Meeting.

3.2.3 All Open Meetings will be conducted according to the agenda that the GCRC will compile.

3.2.4 All Members can contribute to the Agenda of Open meetings, either by submitting Agenda items in advance or on the day via Any Other Business.

3.3 GCRC Meetings:

3.3.1 GCRC meetings are to be held at least twice per term and GCRC Officers shall be given at least two business days notice. A special meeting will be held of the new and old committees following elections by the terms set out in section 5.

3.3.2 A quorum will consist of 50% of GCRC Officers plus one. Temporary representatives do not contribute to this quorum.

3.3.3 Should a committee member be absent at meetings for one term without apologies or refuse to carry out the duties of their post, the GCRC reserve the right to ask for their resignation.

3.3.3.1 Given quorum is met, the GCRC may remove the Officer from their position by a unanimous vote.

3.3.3.2 The Officer will be replaced as set out in section 5.3.

4 Motions

4.1 Motions are any proposed amendments, or additions to this

constitution. For example, new Officer positions, new/changed procedures, ideological motions, new/changed mandates etc. Motions are also mandates to the GCRC or its members.

4.1.1 Any Member of the GCR may Propose a motion, with a Secunder.

4.1.2 Motions should be presented using the template in Section 10.3 of the Appendix.

4.1.3 Motions are to be raised to the GCR President and GCR Secretaries who will allocate an agenda point at a relevant GCRC or Open Meeting.

4.1.4 Motions discussed in either GCRC or Open Meetings will be circulated to the GCR at least two business days prior to the meeting.

4.1.5 Motions may not be voted on in GCR Executive Committee meetings.

4.2 Motion verdicts must be recorded in the minutes of the meeting, and the GCR Secretary must update the constitution and College Officers as appropriate. The committee will communicate any changes to the Constitution to the College Principal and relevant College Officers.

4.3 Proposed changes to Electoral Procedures, Finance and/or GCRC Privileges stated in the constitution, must be approved by the College Principal and the Governing Body.

4.4 Voting on Motions:

4.4.1 At the President's discretion, voting may be conducted by an anonymous ballot.

4.4.1.1 Electronic ballots are to be run by the GCR President.

4.4.1.2 The minutes of the debate over the motion, along with the motion, will be circulated to the GCR on the day the ballot opens.

4.4.1.3 Ballots will remain open for 7 days, after which the President and Secretaries will circulate the results.

4.4.2 At the President's discretion, voting may be conducted in the meeting (Open Meeting or GCRC Meeting) provided the relevant quorum is met (3.2.2. or 3.3.2).

4.4.2.1 Voting will be conducted by the GCR President.

4.4.3 Voting by proxy is not supported.

4.4.4 For a motion to pass, in all forms of voting, 50% plus 1 of the GCR Members present must vote in favour of the motion.

4.5 Motions may include motions of No Confidence, which are to be held in accordance with 4.1.1, 4.1.2, 4.1.4, 4.2, 4.4.2, 4.4.3, 4.4.4, and submitted to the returning officer for consideration in GCRC Meetings or GCR Open Meetings.

- 4.5.1 The proposer and seconder have the right to choose to remain anonymous, but must make all their arguments in the motion.
- 4.5.2 The voting process will be blind.
- 4.5.3 If the returning officer is the subject of the vote of No Confidence, the applicant may ask the GCR Executive Committee to chair the motion.
- 4.5.4 The relevant vice president of a temporary representative's regulating pod will reserve the right to remove the temporary representative. This decision must be made in agreement with the president.

5 Elections

- 5.1 All GCRC Officers, apart from the president, Executive committee and 2 freshers representatives shall be elected in a general election by votes cast by all Members, held in Week 3 of Michaelmas Term.
 - 5.1.1 The Secretary must call and run the GCRC election, in an unbiased manner.
 - 5.1.2 The new committee takes office by Week 4 of Michaelmas Term.
- 5.2 The President and Executive Committee as well as 2 freshers reps are to be elected in Week 6 of Trinity Term.

- 5.3 If any GCR Office, apart from the GCR President, falls vacant, an open call to GCR Members will request candidates for a replacement and the office shall be filled by vote of the GCRC, with 50% +1 of GCRC present.
- 5.4 If any executive position falls vacant, an election for the post shall be called at the earliest opportunity, and another member of the executive committee will be elected by vote of the GCRC, with majority of GCRC present to fulfil obligations of the role in the interim.
- 5.5 Elections will be conducted as outlined in the procedures in Appendix 10.2.
- 5.6 No executive position shall be held by more than one GCR member
- 5.7 No role shall be held by more than one GCR member except under exceptional circumstances, by approval of the executive committee. Temporary representative roles will be exempt from these terms, where GCR members may stand for temporary officer roles.
- 5.7.1 Any role which that sit on a college standing committee shall not be held by more than one student.
- 5.8 Representative roles, ex-officio members of the GCRC, will be appointed by their corresponding clubs during those clubs' election seasons.

6 Green Templeton College Graduate

Common Room Committee (GCRC)

6.1 The GCRC constitutes the 21 Officers outlined in 6.2-6.8 (Principal responsibilities in brackets), and their job descriptions are outlined in 10.7.

6.2 Executive Committee:

6.2.1 President (Manage and support the GCRC to ensure that it fulfils its objectives);

6.2.2 Vice President Welfare (Chairs Welfare Team) (Represent, support, and provide information to members experiencing financial, emotional, physical or academic difficulties);

6.2.3 Vice President Entertainment (Co-Chairs Entz Team) (Manage the Internal Events);

6.2.3 Vice President Entertainment (Co-Chairs Entz Team) (Manage the Internal Events);

6.2.4 Vice President Equality, Diversity & Inclusion (Chairs Equalities Team) (Ensure all members are treated equally, and have appropriate representation);

6.2.5 Treasurer (Manage the GCRC's budgets, items, and accounts);

6.2.6 Secretary (Manage the GCRC's documentation, audit and registry, and internal communication), run GCR elections;

6.2.7 Publicity Manager (Chairs Communications) (Facilitates communication within the GCRC, and between the GCRC and GCR).

6.4 Welfare:

6.4.1 Sexual and Reproductive Health Officer (Supports and provides information to members experiencing financial, emotional, physical or academic difficulties, and provides programming relevant to sexual and reproductive health.);

6.5 Entertainment and Events:

6.5.1 Entertainment Officer (Runs events for the GCR);

6.7.7 Music & Arts Officer (Leads the development of Music and Arts at the College);

6.6 Equality, Diversity and Inclusion:

6.6.1 LGBTQIA+ Officer (Represents LGBTQ+ GCR members);

6.6.2 International Students' Representative (Represents the needs and interests of international students at GTC);

6.6.3 Families and Couple Representative (Co-run position)
(Represent families and couples, and organise family and couple friendly events);

6.6.4 Professional Students' Representative (Co-run position)
(Represent the interest of professional and medical students);

6.6.5 Interfaith Officer (Represents the GCR's various cultures, denominations and faiths);

6.6.6 Black Student's Representative (Represent the interest of Black students);

6.7 Development:

6.7.1 Charities and Development Officer (Leads the charitable activities and objectives of the GCR);

6.7.2 Academic Officer (Offering support for the academic, personal and professional development of GCR members);

6.7.3 Gym and Sports Officer (Represents and promotes Green Templeton College sports clubs and societies);

6.7.4 Environment Representative (Leads the GCR's environmental objectives and ensures the environmental welfare of GCR members).

6.7.5 Environment Officer (Leads the GCR's environmental objectives and ensures the environmental welfare of GCR members).

6.7.6 Accommodation Officer (Represents the GCR in relation to estates and accommodation);

6.8 Temporary representatives:

6.8.1 Any member of the GCR can stand at an open meeting to be elected as a temporary representative of their own description. No prior notice is required to stand for this temporary representative position. The name and nature of the temporary representative must be unanimously agreed by at least two executive members at the proposing open meeting.

6.8.2 Temporary representatives must indicate a temporally finite, culturally, sporting, or academically significant occasion against which their office is defined. These occasions are usually annual

in occurrence or one-off occasions. The temporary representative must perform primarily in the interest of the GCR population and perform with focus in large part on this pre-defined occasion.

- 6.8.3 A pre-defined period of tenure must be provided and unanimously agreed on by at least two attending executive GCRC officers at the proposing open meeting. After the tenure has elapsed, the temporary representative will no longer be affiliated with the GCRC.
- 6.8.4 At the proposing open meeting, a pod within the GCRC will be identified under which the temporary representative will function. This pod will oversee the activities of, and provide support to, the temporary officer.
- 6.8.5 Elections of temporary officers shall be through in-person voting at a GCR open meeting. At least 15 members of the GCR must be present at the proposing open meeting to reach a quorum. Votes must be conducted with members closing their eyes and raising their hand.
- 6.8.6 Temporary representatives must seek approval from their regulating pod's executive committee member/s to request access to GCR's monies.
- 6.8.7 Temporary representatives must keep the workings of the GCR in strict confidence outside of their tenure.
- 6.8.8 Temporary representatives will be unable to vote as a GCRC member (see 3.3.2)
- 6.8.9 If a temporary representative is to be removed, at least both the president and one executive committee member within a temporary officer's pod must agree to remove a temporary representative. The agreement of both is sufficient to remove a temporary officer.

6.8.10 A maximum of 3 temporary representative roles can exist at any given time

6.8.11 A maximum of 2 temporary representatives of a particular name can exist at any given time.

6.9 Executive Committee:

6.9.1 The newly elected President will form an Executive Committee (see 6.2).

6.9.2 The President may call regular GCR Executive Committee meetings, as appropriate.

6.9.3 In the event of the absence or vacancy of the President, the GCR Executive Committee have the authority to select a deputy until the President's return or until a replacement is elected as in 5.4.

6.10 GCRC Privileges:

6.10.1 The Committee may set a small portion of the annual budget to be spent on reasonable committee expenses.

6.10.2 The GCR President is entitled to an extra year in college accommodation.

6.10.3 All GCR Executive Committee, and the Accommodation Officer, have priority in the accommodation ballot.

6.10.4 Any GCR Executive Committee Officer may hold a meeting over lunch provided by college. The College Treasurer must approve the working lunch in advance.

6.10.5 GCR Officers are invited to College welcome events in noughth (0th) week, the annual changeover dinner (Michaelmas Term), and other regular annual events held by the College, at no charge to them.

7 Finance

7.1 Receiving Money:

7.1.1 The GCRC will be funded on a block grant basis the amount to be decided by the College at the beginning of each financial year; taking into account the same inflation basket the College operates for all other costs charged to students.

7.1.2 The GCRC may request additional Common Room funds for purchases of goods that will remain permanent fixtures.

7.2 Giving Money:

7.2.1 Any college Sports team, or college society, may request a grant from the GCRC, through the Sports and Societies Officer.

7.2.2 Any Alumnus or individual member may request a grant from the Common Room Committee (committee chaired by the Principal) through the GCRC.

7.2.3 Those seeking a grant must provide a written proposal that must include a detailed budget with cost and income projections along with a statement of benefit to all college members.

7.2.4 Monetary transfers may not be made to another charity (under UK state laws).

7.3 The GCRC Treasurer will administer the funds of the GCRC, subject to such control as the GCRC will impose.

7.4 All transactions require the signature/approval of the Treasurer or the GCR President.

7.5 The Accounts of the GCR will be approved by the College Treasurer, and Governing Body, and presented to the GCR AGM once each year.

8 Ideological Standing Orders

8.1 All ideological motions supported by the GCR are listed in 10.6

8.2 Ideological standings are reviewed at every AGM.

9 Other

9.1 The most updated version of the GCR Constitution shall be on public display to all members of College on the GCR Website, facilitated by the GCR Secretary.

9.2 Minutes of all meetings are to be published on the GTC website, by the GCR Secretary and Publicity Manager.

9.3 The Constitution shall be reviewed from time to time by the GCRC,

and at least every 2 years.

9.4 The GCR remains an autonomous union of the students of Green Temple- ton College, and its business cannot be mandated by anyone apart from its members.

9.5 The GCR shall be independent of any religious body or party political organisation, and shall pursue its object without regard to ethnicity, nationality, disability, creed, gender identity, sex, sexual orientation, or so- cioeconomic status.

9.6 The GCR is responsible for all furniture, facilities, and decorations in the Hayloft.

9.7 The President shall aid the GTC Ball committee in electing a new Ball President, at the beginning of the academic year, in the event that the Ball Committee has not been able to appoint its own Returning Officer.

10 Appendix

10.1 Definitions:

GCR:	The Green Templeton College Graduate
Members:	Common Room includes all student members, or junior members, of the college. All currently enrolled students of Green Templeton College.
GCRC:	The representatives elected by the GCR including the GCR President and other officers. Graduate Common Room Committee.
College:	Green Templeton College, University of Oxford.
Open Meeting:	Meeting run by the GCRC for discussions with all members of the GCR.
AGM:	Annual General Meeting of the Graduate Common Room. Generally held at the end of the academic year, with presentations from the GCRC. Open to all members of the GCR.
EGM:	An Emergency General Meeting held at short notice, outside scheduled meetings.
College Committees:	Committees established by the College to facilitate governance and decision making (e.g. Governing Body; College Council).

	A full list can be obtained from the GCR Secretary.
College Officers:	Senior members of college staff. E.g., Domestic Bursar, Accountant. Full list found on the College website.
Officers:	Elected Members of the GCRC and the Continuity Officer.
Returning Officer:	GCRC Officer charged with operating election procedures, or any voting-based activity. This individual must remain unbiased. The Returning Officer is the GCR Continuity Officer
College Handbook:	A guide that includes college regulations, important dates and other useful information. Can be found on the College website.
Bop:	Big Open Party, casual or dress up party held in the College's grounds.

10.2 Electoral Procedure

10.2.1 This section (10.2) requires the same approval, as the main body text of the Constitution, in order to be changed. Temporary representatives are exempt from these procedures (see 6.8 for the election process of temporary representatives)

10.2.2 All available GCRC Officer positions are to be advertised at least 48 hours before nominations open.

10.2.3 Nominations of members shall include a proposer and a seconder, who are both also Members.

10.2.4 Voting shall be open for seven days.

10.2.5 Voting shall be by secure, anonymous online ballot.

10.2.6 The online ballot shall be prepared by the Secretary, where the names of the candidates shall be placed in ascending alphabetical order.

10.2.7 "Reopening Of Nominations" (RON) shall appear on the ballot as a full candidate.

10.2.8 The Secretary must count the votes seven days after the Hustings and publicise the results to all members within 24 hours.

10.2.9 In the event of a tie, there will be new elections for the contested position(s), without RON on the ballot.

10.2.10 If RON wins the first election, a second election shall be held within seven days; without any of the candidates who stood in the first election, apart from RON.

10.3 Motion Template (Must Include):

- Motion Title & Date
- "We note. . ." (Bullet point observations made by proposer, identifying the issues that need changing or resolving).
- "We believe. . ." (Bullet point explanations, identifying what the proposer hope should happen/exist/be the case).

- “We resolve. . .” (Specific bullet point solutions put forward by the proposer. E.g. amendments to the constitution, or a procedural mandate to the GCRC, any changes of practice, changes to job description). Voting will happen on these resolutions.
- Proposer Name & Signature
- Secunder Name & Signature
- Attached: Related Documents

10.4 GCRC Owned Items & Facilities for Members

10.4.1 Barbeque (Behind Walton Block)

10.4.2 Children’s’ toys (under seat storage, Stables Bar)

10.4.3 Foldable Snooker table (in Hayloft staircase cupboard)

10.4.4 Decorations (in Hayloft staircase cupboard)

10.4.5 Tables, sofas, and chairs (Hayloft)

10.4.6 Speaker system (Hayloft)

- 10.4.7 Speaker system (Stables Bar)
- 10.4.8 Foosball Table (Hayloft)
- 10.4.9 Television (Hayloft)
- 10.4.10 Board Games and Books (Hayloft)
- 10.4.11 Gym Equipment
- 10.4.12 1 Drum Kit (Rotunda)
- 10.4.13 1 Electric Keyboard (Rotunda)
- 10.4.14 Bass Guitar (Rotunda)
- 10.4.15 2 vocal mics (Rotunda)
- 10.4.16 2 PA Amps (Rotunda)
- 10.4.17 1 Bass Guitar Amp (Rotunda)
- 10.4.18 1 Guitar Amp (Rotunda)
- 10.4.19 1 Music Stand (Rotunda)
- 10.5 GTC Sports & Societies List
 - 10.5.1 Green Templeton Boat Club
 - 10.5.2 Human Welfare Conference
 - 10.5.3 GTC Ball Committee
 - 10.5.4 Richard Doll Society
 - 10.5.5 Wine Society
 - 10.5.6 GTC Choir
 - 10.5.7 GTC Big Band
 - 10.5.8 GTC University Challenge Team

10.5.9 GTC Squash Club

10.5.10 GTC Allotment Club

10.5.11 Black Student's Society

10.5.12 GTC Medical Journal Club

10.6 Ideological Positions Agreed

10.6.1 This section (10.6) requires the same approval, as the main body text of the Constitution, in order to be changed.

10.6.2 This GCR is in favour of pushing for greater transparency in the College's investments.

10.6.3 This GCR supports OUSU's Steering Committee reviewing the University's PREVENT strategy.

10.6.4 This GCR supports the Marta Lindstrom Student Funded Refugee Scholarship, where GTC students can Opt-In to add £1 to their monthly battles to crowd-fund the scholarship.

11 The Roles, Remits and Responsibilities of the GCRC

The function of the GCRC in its first function is that of a representative body, and secondly an activity body. The GCRC's primary function is to represent the student voices, and where applicable, represent these values, attitudes and beliefs on their behalf in order to enact change holistically.

The GCRC consists of Executives, Officers, and Representatives. The Executive team are all elected, and share out the leadership required to not only represent students fairly and to the best of their ability, but also advocate on behalf of the student body to the College, to ensure the College understands the needs and desires of its students. The Officers are elected members of the GCRC who assist with programming, create events and may serve on some boards, though have a decreased expected time commitment compared to the Executive team. Representatives are appointed members of the GCRC, who are appointed by the various clubs, societies and cultural groups at the College to provide representation, insight and input into the GCRC's endeavours, structure and management.

There are therefore several remits and responsibilities associated with the GCRC the roles within it. Outlined in this Constitution are the tasks, remits and responsibilities that are fundamental to the function of the GCRC; though it is expected that committee members will undertake their in addition with greater freedom and agency. Some of these are flexible, and can be addressed by different titles or roles, or even multiple

members, given an appropriate circumstance. Others are title- or role-specific, for example, the role of the Secretary to call elections.

Remits and responsibilities are grouped by 'pods', a non-hierarchical structure similar to that of a 'department', that aims to facilitate grouping GCR Committee Members who perform similar or collaborative roles together. If a committee position is unfulfilled, or for reasons such as personal strengths and expertise, the modular nature of the remits and responsibilities allows them to be assigned elsewhere within the GCRC.

Those in Executive roles have the following additional privileges to that of GCRC Officers:

1. Priority in the accommodation ballot.
2. Entitled to an extra year in College accommodation, upon first election.

The Accommodation Officer will have the following additional privileges to that of other GCRC Officers:

1. Priority in the accommodation ballot.
2. Entitled to an extra year in College accommodation, upon first

election. The current roles recognised by the GCRC Constitution are as follows:

1. President
2. Vice President - Welfare
3. Vice President - Equality, Diversity and Inclusion (EDI)
4. Vice President - Internal Entertainment (Int. Entz)
5. Vice President - External Entertainment (Ext. Entz)
6. Treasurer
7. Secretary
8. Publicity Manager
9. Academic Officer
10. Accommodation Officer
11. Accessibility Officer
12. Sexual and Reproductive Health Officer
13. LGBTQIA+ Officer
14. Music and Arts Officer
15. Sport and Gym Officer
16. Charities and Development Officer
17. Interfaith Officer
18. Entertainment Officer
19. Environmental Officer

20. Black Students Representative
21. International Students Representative
22. Family and Couples Representative
23. Environmental and Sustainability Representative
24. Professional Representative
25. Medical Students Representative
26. Temporary Representatives

The current pods recognised by the GCRC Constitution are as follows:

1. Executive Team
2. Student and College Welfare

3. Equality, Diversity and Inclusion

4. Entertainment

Representative roles are to be appointed by relevant groups, societies or College staff, or self-appointed by appropriate members of the GCR. The current representatives are appointed as follows:

1. Black Students Representative - GTC Black Student Society, or self-appointed.

2. International Students Representative - Self-appointed.

3. Family and Couples Representative - College Office, or self-appointed.

4. Environmental and Sustainability Representative - GTC Allotment

5. Professional Representative - Self-appointed, but required to be undertaking an MPP, MBA, MFE or PGCE degree.

6. Medical Students Representative - Richard Doll Society, or self-appointed Medical Student (including Graduate-Entry Medicine).

President

Pods: Executive Team, Student and College Welfare, Equality, Diversity and Inclusion, Entertainment.

The duties of the President shall include:

1. Manage and support the GCRC to ensure that it fulfils its objectives in a timely, professional and effective manner;

2. Coordinate the training of incoming committee members following by- elections and ensure a smooth transition is made between GCR committees at the beginning and end of each term of office;
3. Call by-elections to fill vacant posts on the GCR Committee if and when required;
4. Organise, compile the agenda and chair GCR Committee meetings;
5. Manage and appoint student representatives to the College Standing Committees;
 - 5.1 Appoint the following named positions to named committees:
 - 5.1.1 VP Welfare to Welfare committee and academic committee
 - 5.1.2 VP Equality, Diversity and Inclusion to sit on student welfare committee, human resources committee
 - 5.1.3 Treasurer to sit on common room committee

5.1.4 Publicity Manager to sit on communications subcommittee,
library and information systems subcommittee

5.1.5 Sexual and Reproductive Health Officer to sit on welfare
and health committee and security committees

5.1.6 Charities and Development officer to sit on development
committee

5.1.7 Environmental officer to sit on sustainability working group

5.2 Fill the following committees with a second member of the GCR:

5.2.1 Governing body

5.2.2 Academic committee

5.2.3 Human resources committee

5.2.4 Development committee

5.2.5 Nautilus awards selection panel

5.2.6 GTC college council

6. Represent the interests of College students at:

6.1 GTC Governing Body,

6.2 GTC Buildings Committee

6.3 GTC College Council;

6.4 GTC Nautilus Awards Selection Panel;

6.5 Proctors' Meetings (termly), and report information back to the
GCR and relevant committees;

6.6 As invited by VP Graduates of OUSU:

6.6.1 OUSU Council (fortnightly in term time);

6.6.2 Post-Graduate Assembly (PGA, termly);

6.6.3 Oxford Colleges' Presidents Committee Meetings (twice termly)

6.7 Will appoint another member of the GCR Executive Committee to stand in for any of these bodies.

7. Maintain and build relationships with other college GCR committees and promote the interests of the College throughout the University;
8. Meet the Principal on a regular basis to discuss College issues and maintain close links with all key College staff;
9. Deal with correspondence from outside organisations and distribute to relevant GCR committee members;
10. Convene additional subcommittees when required;
11. Represent the college at formal College functions;
12. Make public speeches and write official College documentation when required (e.g. Termly newsletter for Green Templeton College);

13. Oversee the allocation of Common Room funds to sports teams and societies in collaboration with the GCR Treasurer and Sports Officer;
14. Uphold the purposes of the GCR and the GCR Committee as set out in Section 1.
15. The President is expected to reside in Oxford during its tenure. In case of absence for more than two weeks, the President shall appoint a deputy to carry the presidential responsibilities.

Vice President - Welfare

Pods: Executive Team, Student and College Welfare

The duties of the Vice President (Welfare) shall include:

1. Lead the Welfare Pod;
2. Focusing on the financial, academic, physical and emotional welfare of College students;
3. Representing the welfare issues of College students to the Welfare Committee and college officers and staff;
4. Coordinating and supporting the work of other members of the welfare team including:
 - 4.1 Female Welfare Officer and Male Welfare Officers
 - 4.2 Ensuring the election of a peer support coordinator from the peer supporters
 - 4.3 Ensuring the college maintains a good peer support team

5. Representing, supporting and providing information and links to students experiencing financial, emotional, physical or academic difficulties;
6. Ensuring that the welfare section of the College website provides up-to-date information;
7. Organising the roster for a weekly GCR brunch, with one welfare member or representative present each week, and other welfare events for the term card;
8. Helping to co-ordinate Welfare Week and Mental Health Awareness Week at College with the Male and Female Officers and relevant members of staff;
9. Attending OUSU meetings;
 - 9.1 Working closely with the OUSU Vice President for Welfare to promote the interests of College students at a University level and report relevant issues back to GCRC and other committees;

- 9.2 Dealing with correspondence from OUSU;
10. Reporting to the GCRC and GCR on OUSU related issues, and upholding the purposes of the GCR and the GCRC as set out in Section 1.
11. The VP (Welfare) Officer shall have the following College Committee obligations:
- 11.1 Sit on Welfare Committee (Termly);
- 11.2 Convene and chair GCR welfare subcommittee meetings when re- quired;
- 11.3 Sit on Academic Committee;
- 11.4 Sit in on College Disciplinary Committee if requested.

Vice President - Equality, Diversity and Inclusion

Pods: Executive Team, Equality, Diversity and Inclusion

The duties of the Vice President (EDI) shall include:

1. Lead the Equality, Diversity and Inclusion Pod;
2. Responsibility of ensuring College students are treated equally regardless of their cultural background, ethnicity, sexual orientation, gender, identity, religion, race, nationality or socioeconomic status;
3. Represent diversity and equality issues of College students to college offi- cers and staff;
4. Coordinate and support the work of the LGBTQIA+ Representative, International Student's Representative, Black

Students Representative, Families and Couple Representative

5. Convene and chair Equality and Diversity subcommittee meetings when required;
6. Ensure that College events, activities and decisions cater for the diversity of the college community;
7. Represent, support and provide information and links to further support for students experiencing financial, emotional, physical or academic difficulties;
8. May sit on a College disciplinary committee if requested;
9. Uphold the purposes of the GCR and the GCR Committee as set out in Section 1.
10. The VP (Diversity and Equality) Officer shall have the following College Committee obligations:
 - 10.1 Sit on Student Diversity Committee.

Vice Presidents - Entertainment

Pods: Executive Team, Entertainment

It is up to the appointed Vice Presidents of Entertainment to decide whether the tasks will be split into 'Internal' and 'External' or whether management will be done together. The duties of the Vice Presidents (Entertainment) shall include:

1. Lead the Entertainment Pod;
2. Managing the GCR social agenda and term card of events;
3. Lead the entertainments team to generate creative ideas and plan a range of social events for all GCR members;
4. Produce update and distribute a GCR term card at the beginning of each term detailing entertainment events;
5. Lead discussion of Entertainments related issues at GCR Committee meetings and convene and chair Entertainment subcommittee meetings when required;
6. Maintain a close relationship with the Events and Hospitality Manager of College, as well as a very close relationship with the Bar Manager(s);
7. Lead and manage and help run social events;
8. Run the weekly Pizza nights;
9. Being a part of the community of MCR Social Secretaries/Chairs;

- 9.1 Invite societies to host events at the College in collaboration with the Entertainments team;
 - 9.2 Organise black tie exchange dinners with other colleges, and making arrangements for pre- and after-dinner drinks for these dinners;
 - 9.3 Organising bar exchanges with other colleges;
10. Uphold the purposes of the GCR and the GCR Committee as set out in Section 1.
11. The VPs (Entertainment) shall have the following College Committee obligations:
- 11.1 Sit on a College standing committee, up to a total of two representatives on each standing committee.

Treasurer

Pods: Executive Team

The duties of the Treasurer shall include:

1. Responsibility for GCR Accounts;
2. Receive requests for funding at GCR Committee, forecast overall spending and allocate monies so as not to exceed monies granted to the Graduate Common Room;
3. Monitor actual expenditure against budget allocations and ensure no bud- get overrun;
4. Work closely with the Common Room Treasurer who controls the GCR Account, and be aware of all cash flow procedures as outlined in the Fi- nancial Information Sheet;
5. Co-sign expense claim forms;
6. Represent students' interests at the Finance and General Purposes Com- mittee;
7. Present up-to-date GCR Accounts to GCR Committee, Common Room Committee and the AGM when required;
8. Uphold the purposes of the GCR and the GCR Committee as set out in Section 1.
9. Oversee the GCR inventory as set out in section 10.4.
10. The GCR Treasurer shall have the following College Committee obliga- tions:

10.1 Lead treasurer's business at GCR committee meetings;

10.2 Sit on Common Room Committee;

10.3 Sit on Finance and General Purposes committee.

Secretary

Pods: Executive Team

The duties of the GCR Secretary include:

1. Organise and administer meetings:

1.1 Organise and compile the agenda of GCR Committee meetings,
or- ganise rooms for GCR Committee meetings, circulate meeting
invites to GCR Committee members;

2. Maintain effective records: Take minutes at GCR Committee meetings, circulate minutes before the following meeting and agree their accuracy at the following meeting;
3. Publish minutes online for the GCR community;
4. Update the GCR Constitution at every change to it, and communicate changes to the College and Governing Body where appropriate;
5. Ensures the updated constitution is available publicly to all members of the GCR;
6. Compile contact information for all GCR committee members and manage the GCR committee mailing list;
7. Act as Returning Officer for GCR elections according to Section 5.
8. The Secretary shall have the following College Committee obligations:
 - 8.1 Sit on a College standing committee, up to a total of two representatives on each standing committee.

Publicity Manager

Pods: Executive Team, Entertainment

The duties of the Publicity Manager shall include:

1. Responsibility for the design of the Green Templeton College GCR web- site, and the GCR's online presence;
 - 1.1 Responsibility for updating the website with information deemed nec- essary by the GCR committee, including, but not limited, to

student welfare and entertainments related to Green Templeton College;

1.2 Ensuring the GCR Constitution and Committee Meeting minutes are made publicly available, and are updated, with liaison with the GCR Secretary;

2. Ensuring the payment for domain registration and hosting is made;
3. Managing the technical aspects of online voting;
4. Overall responsibility for promoting GCR events to GCR Members;
5. Compile and publish the GCR weekly newsletter: The Grapevine;
6. Manage GCR notice boards, and ensure they are regularly updated;
 - 6.1 Update GCR committee posters in the lodge;
7. Manage the GCR Social Media, and ensuring publicity on it is streamlined and coherent;

- 7.1 Ensuring all activity on the GCR Social Media aligns with the GTC Harassment Policy, University Policies, and community guidelines.
- 8. Uphold the purposes of the GCR and the GCR Committee as set out in Section 1;
- 9. Promote events organized by any member of the GTC community;
- 10. Assume ownership of College GCR mailing list;
- 11. Coordinate with the College's Communications Team.
- 12. Shall have the following College Committee obligations:
 - 12.1 Sit on Communications subcommittee, and Library and Information Systems subcommittee

Academic Officer

Pods: Welfare

The duties of the Academic Officer shall include:

- 1. Liaison between GTC and the Oxford University Career Office;
 - 1.1 In coordination with the Senior Tutor.
- 2. Conducting a yearly assessment of students' training needs using a survey to evaluate needs;
 - 2.1 Complete a report on the academic survey, and present it to the Senior Tutor.

3. Highlight important events that pertain to academia, employment, specifically career fairs, specific training opportunities, and the summer internship to the GCR;
 - 3.1 Via the GCR's Grapevine newsletter;
 - 3.2 Via an independent social media presence;
 - 3.2.1 In particular, developing and maintaining a GTC LinkedIn community.
4. Ensure approachability and maintain an inquisitive spirit when interacting with any student from GTC - asking students about their thoughts on career planning and job searching;
5. Meet with the Oxford University's Careers Office once to seek guidance for academic and professional development strategies at GTC;
 - 5.1 Receive training in this meeting to be able to support GTC students with their CVs.

6. Ensure the Fall Career Fair in MT of the following year is planned for at the end of this officers' tenure. It is a crucial fair for graduate students.
7. The Academic Officer shall have the following College Committee obligations;
 - 7.1 Sit on a College standing committee, up to a total of two representatives on each standing committee.

Accommodation Officer

Pods: Welfare, Equality, Diversity and Inclusion

The duties of the Accommodation Officer shall include:

1. To act as a general point of contact to assist with issues relating to accommodation;
 - 1.1 In particular College-owned accommodation;
 - 1.2 Though also University-owned and private accommodation where possible;
2. Maintaining an up-to-date audit of College-owned accommodation;
3. Meeting with the College to discuss changes to accommodation, such as annual rent and utilities changes/increases;
4. The Accommodation Officer shall have the following College Committee obligations;
 - 4.1 Sit on a College standing committee, up to a total of two

representatives on each standing committee.

4.2 Sit on the College Building Committee.

Accessibility Officer

Pods: Welfare, Equality, Diversity and Inclusion

The duties of the Sexual and Reproductive Health Officer shall include:

1. To act as a general point of contact to solve welfare issues, particularly those relating to accessibility;
2. Conducting regular assessments of the college facilities and services to identify barriers to accessibility, such as physical obstacles, communication barriers, or technology limitations;
3. Advocating for the needs of students with disabilities within the college community;
 - 3.1 Raising awareness about accessibility issues;

- 3.2 Promoting a culture of inclusion and respect;
- 4. Collaborating with college administration to develop and implement policies and procedures that promote accessibility;
 - 4.1 Ensuring compliance with relevant laws and regulations, such as the Equality Act in the UK;
- 5. The Accessibility Officer shall have the following College Committee obligations;
 - 5.1 Sit on the Welfare and Health Committee;

Sexual and Reproductive Health Officer

Pods: Welfare, Equality, Diversity and Inclusion

The duties of the Sexual and Reproductive Health Officer shall include:

- 1. To act as a general point of contact to solve welfare issues;
- 2. Organise events that promote and contribute to college life from a welfare perspective;
- 3. Provide all GCR Members with adequate information regarding personal safety, sexual welfare and other sexual and reproductive health issues;
- 4. Collaborate with the VP Equality and Diversity regarding LGBTQIA+ affairs;
- 5. Represent, provide information and support students who may feel victims of harassment or discrimination of any sort;

6. Maintain up-to-date information relating to support services inside and outside the University, as well as collaborate in the production of GCR-wide documents to assist new and current students;
7. Liaise with the Oxford University Students Union on issues affecting student welfare;
8. Shall have the following College Committee obligations:
 - 8.1 Sit on the Welfare and Health Committee;
 - 8.2 Sit on the Security Committees.

LGBTQIA+ Officer

Pods: Equality, Diversity and Inclusion, Welfare
The duties of the LGBTQIA+ Officer shall include:

1. Represent the LGBTQIA+ student community of the College;

2. Organise events that promote and contribute to the college life of the community;
3. Coordinate with the Oxford University LGBTQIA+ Society;
4. Represent, provide information and signposting for students who may feel victims of harassment or discrimination for their identity or sexual orientation;
5. Maintain up-to-date information relating to support services inside and outside the University, as well as collaborate in the production of GCR-wide documents to assist new and current students;
6. Receive training from College, as provided;
7. The LGBTQIA+ Officer shall have the following College Committee obligations:
 - 7.1 Sit on the GCR committee and on the Equalities subcommittee.

Charities and Development Officer

Pods: Equality, Diversity and Inclusion, Entertainment
 The Charities and Development Officer is responsible for:

1. Selecting a charity for the GCR to support during their term in officer;
 - 1.1 Typically done as soon as possible after taking office;
2. Take ownership of the keys to the charity buckets and boxes (donation boxes where money is given);
 - 2.1 One is at the lunch servery payment desk,

2.2 One is at the lodge desk;

2.3 Two red buckets are mobile and can be used at events to collect donations.

3. Ensures the items donations bins (large see through bins stored in the Hayloft) are used and employed in collections of various items for local charities (e.g. clothes, sanitary towels, shoes, etc.);

4. Ensure that GCRC funds or college funds are not directly given to charities (following UK Law);

4.1 E.g. Only money that has been fundraised can be donated.

5. Holding at least termly events to raise money for the nominated charity;

6. Ensuring the GCR's charitable outreach is more than just giving money, but is a diverse strategy that includes time-based giving, and sharing of resources;

7. The Charities and Development Officer shall have the following College Committee obligations;

7.1 Sit on Development Committee.

Interfaith Officer

Pods: Welfare, Equality, Diversity and Inclusion, Entertainment

The duties of the Interfaith Officer shall include:

1. Celebrating the diversity of different cultural, faith and denominations, through celebration of Eid, Easter, Diwali, and other such events;
2. Facilitating dialogue, and promoting understanding and respect, among students of different religious backgrounds;
3. Providing support and sign-posting students to relevant welfare streams;
4. The Interfaith Officer shall have the following College Committee obligations;

4.1 Sit on a College Standing Committee, up to a total of two representatives on each standing committee.

Music and Arts Officer

Pods: Entertainment

The duties of the Music and Arts Officer shall include:

1. Promoting college music and arts opportunities, and keeping list updated, in section 10.4;
2. Maintaining up-to-date contact information of presidents and treasures

for clubs and societies;

3. Represent the interest of music and arts clubs at Common Room Com- mittee and GCR Committee meetings;
4. Manage the annual allocation of Common Room funds to the music and arts clubs treasures in collaboration with the GCR President and GCR Treasurer;
5. Help coordinate the annual fair during Fresher's Fortnight.
6. Ensure that all college students have access to the full range of college music and art and societies;
7. Encourage and support students seeking to start new societies and music/arts clubs;

8. Keep and maintain a record of all items owned by the GCR, in section 10.5, in conjunction with the GCR Treasurer;
9. Ensure that the rotunda are kept in order and broken equipment (used by clubs and societies) is reported and fixed;
10. Nominate a person from the college student community to be a panelist on the Nautilus Awards Selection Panel;
11. The Music and Arts Officer shall have the following College Committee obligations;
 - 11.1 Sit on a College Standing Committee, up to a total of two representatives on each standing committee.

Sport & Gym Officer

Pods: Welfare, Equality, Diversity and Inclusion

The duties of the Sport & Gym Officer shall include:

1. Promoting Green Templeton College sports clubs and societies, and keeping the list updated, in section 10.4;
 - 1.1 Maintaining up-to-date contact information of sports captains and treasures for individual clubs;
2. Represent the interests of sports clubs at Common Room Committee and GCR Committee meetings;
3. Manage the annual allocation of Common Room funds to the sports club treasures in collaboration with the GCR President and GCR Treasurer;

4. Coordinate the annual sports and societies fair during Freshers' Fortnight.
5. Ensure that all College students have access to the full range of Green Templeton College sports clubs and societies;
6. Coordinate an annual charity five-a-side football competition in collaboration with the Charities Officer;
7. Encourage and support students seeking to start new societies and sports clubs;
8. Keep and maintain a record of all items owned by the GCR, in section 10.5, in conjunction with the GCR Treasurer;
9. Ensure that the gym and rotunda are kept in order and broken equipment (used by sports clubs and societies) is reported and fixed;
10. Nominate a sportsperson from the GTC Community to be a panelist on the Nautilus Awards Selection Panel;

11. The Sport & Gym Officer shall have the following College Committee obligations;

11.1 Sit on a College standing committee, up to a total of two representatives on each standing committee.

Entertainment Officer

Pods: Entertainment

The duties of the Entertainments Officer shall include:

1. Responsibility for internal and external College events;
2. Scheduling entertainments such as live bands, performers, DJs for bar functions and other events in collaboration with Entertainments team;
3. Being a part of the community of MCR Social Secretaries/Chairs, in order to:
 - 3.1 Invite societies to host events at the College in collaboration with the Entertainments team;
4. Responsibility for external social events;
5. Being a part of the community of MCR Social Secretaries/Chairs, in order to:
 - 5.1 Organise black tie exchange dinners with other colleges, and making arrangements for pre- and after-dinner drinks for these dinners;
 - 5.2 Organising bar exchanges with other colleges;

6. Booking 'away trips' to the theatre, musicals, concerts, comedy nights etc;
7. Maintaining the relationship with the sister college at the University of Cambridge, St. Edmund's College.
8. Responsible for negotiating with the College Finance Department to facilitate bookings, arranging sign up sheets and to liaise the transfer of monies to battles in collaboration with the GCR Treasurer;
9. Take minutes at GCR or Entertainments subcommittee meetings if required;
10. Take minutes at Entertainments subcommittee meetings if required;
11. The Entertainments Officer shall have the following College Committee obligations:
 - 11.1 Sit on a College standing committee, up to a total of two representatives on each standing committee.

Environmental Officer & Environmental Representative

Pods: Welfare, Equality, Diversity and Inclusion

The duties of the Environmental Officer and Representative shall include:

1. Responsibility for the environmental welfare of Green Templeton College Students;
2. Maintain up-to-date information relating to environmental issues that may affect College students;
3. Identify areas in which sustainability could be improved both within college and student accommodation;
4. Ensure recycling procedures are working effectively;
5. Represent student interests related to the environment to College Committees;
6. Co-ordinate and run events to promote awareness of environmental issues;
7. Bring problems with student accommodation and living conditions to the attention of the Welfare Committee and College staff
8. Liaising with the College gardener, and also encourage the GCR community's allotments and vegetable patches at 33 St. Margaret's Road;
9. The Environmental Officer shall have the following College Committee obligations;

9.1 Sit on the Sustainability Working Group, with college officers.

Black Students Representative

Pods: Welfare, Equality, Diversity and Inclusion

The duties of the Black Students Representative include:

1. Representation of Black and other Minority Ethnicity students in college matters, formally and informally.
2. Organize and execute events that foster an ambiance of inclusivity at college
3. The Black Students' representative shall have the following college committee obligations:
 - 3.1 Sit on the Equality and Diversity Committee
 - 3.2 Sit on the BLM Task Force

International Students Representative

Pods: Equality, Diversity and Inclusion

The duties of the International Students Representative include:

1. Be responsible for the particular needs and interests of international students at GTC;
2. Ensures the provision of relevant information that might be of interest to incoming and current international students;
3. Build links between the GCR and several Oxford University national societies (E.g.: Oxford University Peruvian society, Oxford University Chinese Society, etc.)
4. Embody and foster respect for the distinctive cultural/religious practices of international students;
5. Promote opportunities to discover or learn different languages, cultures, and foods, amongst all GCR members.
6. The International Students' Rep shall have the following College Committee obligations:
 - 6.1 Sit on a College standing committee, up to a total of two representatives on each standing committee.

Family and Couples Representative

Pods: Equality, Diversity and Inclusion, Welfare, Entertainment

The duties of the Families and Couples representatives shall include:

1. Organising family and couples friendly events each term;
2. Planning family-friendly holiday events including for Halloween, Eid, Easter, Diwali, and other such days;
3. Assisting with family and couples integration into college life and college spaces, through active engagement with student parents and couples;
4. Working closely with the International Students officer for international families and couples;
5. Striving to make GTC the most well-known college in Oxford for creating an environment that is supportive and inclusive of family and couples;
6. There are normally two Family and Couples representatives;
 - 6.1 A balance of those from the ‘family’ (student-parent, for example) and ‘couples’ perspectives should be sought where possible.

7. The Families and Couples Rep. shall have the following College Commit- tee obligations:

7.1 Sit on a College standing committee, up to a total of two represen- tatives on each standing committee.

Professional and Medical Students Representatives

Pods: Entertainment, Welfare

The duties of the Professional and Medical Students Reps shall include:

1. Build and maintain relationships between professional and medical stu- dents in the college;
2. Represent the interest of professional and medical students;
3. Organise activities that improves the professional and medical students community in the college;
4. Integrating professional and medical students with the rest of the student body;
5. Maintain a close relationship with Osler House;
6. Put on events at Rewley Abbey Court accommodation site;
7. Work with the Personal and Professional Development Officer to dissem- inate information that would be beneficial to careers of medical and pro- fessional students in the college;
8. There are normally two Professional and Medical Students Reps;
 - 8.1 One should be a medicine student (including GEM);

- 8.2 One should be a professional student (MBA, MPP, MFE, PGCE).
- 9. The Professional and Medical Students Reps shall have the following College Committee obligations;
 - 9.1 Sit on a College standing committee, up to a total of two representatives on each standing committee.