

Wolfson's Committee Structure: Getting Involved

Graduate Students (GS), Junior Research Fellows (JRF), Research Fellows (RF), and Supernumerary Fellows (SF) at Wolfson participate in the College decision-making process to an extent that is almost unknown at other colleges in the University. By being on a committee, taking a few hours per term, you can make a valuable contribution to the way that the College functions.

The benefits to you of joining a committee include:

- Getting to know how Wolfson works and having an impact on key decisions;
- Getting to know the people who run the various facets of College life;
- Developing experience in problem solving, collaborative decision-making and committee diplomacy, which you can include on your CV;
- Occasional material perks depending on the committee (e.g. formal dinners).

The benefits to College of having you on a committee include:

- New and varied members bring fresh ways of thinking about well-established procedures and help ensure College policies reflect different perspectives;
- Student and Fellow representation can help College identify areas for improvement and development;
- Committees provide a forum for students and fellows to get to know one another.

Committee membership is decided in Hilary term, a process for most committees overseen by the Nominating Committee, and GS, RF/JRF and SF committee members serve from Trinity term to the following Hilary term. For Governing Body, General Purposes Committee and Nominating Committee itself, an election may be required if there are more nominations than vacancies. In Hilary term 2021 this is likely to be an online process in Week 2, details to follow.

The nomination form will be made available on the College's website and a link will be sent out by the College Secretary, Luke Jackson-Ross, who will be able to answer any questions (college.secretary@wolfson.ox.ac.uk). If you nominate yourself for a committee, **it is expected that you are willing and able to attend all meetings** over the coming year. You won't usually be ejected from a committee for failing to appear, but you should send apologies to the Committee Secretary if you find you cannot make one of the meetings.

The deadline for nominations is **12 Noon on Friday 15 January 2021** (HT Week 0). After the meeting of Nominating Committee, you will be notified of the committee(s) to which you have been assigned at www.wolfson.ox.ac.uk/college-committees.

Committees to which GS and JRF, RF, and SF are elected:

- 1 Governing Body (GB)** is composed of around 60 fellows and six elected junior members (of whom at least four are GS and at least one either a JRF, RF, or SF). Once these six members are elected, the **Chair of the General Meeting** is elected from among them by the last General Meeting of Hilary Term to serve for one year. Most items of business reach GB having first been discussed elsewhere and recommended by GPC.
Contact: College Secretary (college.secretary@wolfson.ox.ac.uk)
- 2 General Purposes Committee (GPC)** prepares the agenda for Governing Body, and in so doing acts as a powerful executive committee of the College. Chaired by the President, it is composed of College Officers, elected GB Fellows, four elected junior members (including at least two GS and one JRF, RF, or SF) and the Chairs of the General Meeting and the Social and Cultural Committee.
Contact: College Secretary (college.secretary@wolfson.ox.ac.uk)
- 3 Nominating Committee** meets once in Hilary term to suggest committee memberships based on the nominations it receives. It plays a vital role in the committee nominations process and an entirely fresh committee must be elected each year.
Contact: College Secretary (college.secretary@wolfson.ox.ac.uk)

Other committees and sub-committees with GS, JRF, RF, and SF members:

- 1 Social and Cultural Committee (SCC)** allocates and approves funding to the College's clubs, societies and for social functions. SCC reports to the General Meeting. Provided you can draw up a credible budget and a good case for expenditure, practically any worthy endeavor can be supported by the Common Room Fund, which is overseen by this committee. SCC elects its own Chair in the first meeting in Trinity.
SCC's Sub-Committees: Art SC. A number of clubs and societies also report to SCC.
Contact: Chair of SCC (bogdan.draghici@wolfson.ox.ac.uk) or Common Room Administrator (tracy.fuzzard@wolfson.ox.ac.uk).
- 2 Academic Committee (AC)** is concerned with all academic matters in which the College may have an interest, which include: proposals for lectures, seminars and conferences; Library and Archives policy; and admissions policy. This Committee is also very important for developing Wolfson's strategy to become the first-choice College of applicants.
AC's Sub-Committees: Academic Proposals and Funding SC; Library and Archives SC.
Contact: Academic Registrar (academic.registrar@wolfson.ox.ac.uk)
- 3 Domestic and Premises Committee (DPC)** considers the physical aspects of the College, including accommodation, safety in College, building works, renovations and development projects. Chaired by the Bursar, the committee's decisions are often quickly implemented and its impact can be very visible and long-lasting.
DPC's Sub-Committees: Catering SC; Day Nursery SC; Grounds SC; Wine SC.
Contact: Accommodation Officer (accommodation.office@wolfson.ox.ac.uk)
- 4 Finance Committee (FC)** oversees the broad brushstrokes of College expenditure, income and investments.
Contact: PA to the Bursar (bursars.office@wolfson.ox.ac.uk)
- 5 Information Technology SC (IT)**, a Sub-Committee of GPC, discusses all aspects of the College IT facilities – computers, printing, network connections and policy.
Contact: IT Manager (stephen.gower@wolfson.ox.ac.uk)
- 6 Communications SC (COM)**, a Sub-Committee of GPC, discusses College communications, strategy, and publications
Contact: College Secretary (college.secretary@wolfson.ox.ac.uk)
- 7 Equality and Welfare Committee (EWC)** meets termly to oversee equality, welfare and accessibility issues and policy.
Contact: Academic Registrar (academic.registrar@wolfson.ox.ac.uk)

Further information

Wolfson's **Common Room** is an organization most similar to a Middle Common Room at other colleges; here it represents *all* members of the College – students, fellows and Common Room members, and exists to promote the social and cultural life of the College.

Unreserved committee minutes are reviewed at the **General Meeting (GM)**, which meets twice a term (on Wednesday of Weeks 2 and 7 at 5.30pm) and is open to everyone. Senior College Officers are usually present at this meeting. Anybody can raise an item for discussion and should contact the Chair or Common Room Administrator to do so. Debate and attendance matter: your vote counts!

Copies of committee minutes from the last cycle are available on SharePoint General Meeting site ahead of each General Meeting. Please contact the College Secretary with any questions about committee minutes and the committee nominations process.

Finally, I reiterate that the atmosphere, community spirit and capabilities of Wolfson College rely on its active members: I invite you to participate in the experience.

Minhui Wei
Chair of the General Meeting
November 2020