

To: Members of College - Governing Body Fellows (GBF); Graduate Students (GS); Research Fellows (RF); Junior Research Fellows (JRF); Supernumerary Fellows (SF); Emeritus Fellows (EF)

WOLFSON COLLEGE, OXFORD
Committee Membership Nominations 2021-22

All College business, academic and non-academic, is managed by a variety of committees (listed below) which report to the Governing Body (GB) via the General Purposes Committee (GPC). Membership of committees is determined via the College's annual nominations exercise, which runs from the end of Michaelmas term into Hilary term. This process is coordinated by the College Secretary, who can provide further information about the committee structure and decision-making processes in the College.

Members of College are asked to consider volunteering to take part in the running of the College by joining one or more of its committees. Committee members, including Elected Members of GB and GPC, usually serve for the period **Trinity term 2021 (TT21) to Hilary term 2022 (HT22)**, with the exception of GB Fellows who serve for three years. Committee members are generally expected to attend all the meetings of their committee.

The committee membership nomination form will be made available to members of College in Michaelmas term, and a paper entitled '*Getting Involved*' will be circulated by the Chair of the General Meeting to members of College who may be eligible for election to GB and GPC (Graduate Students, Research and Junior Research Fellows, and Supernumerary Fellows). Those successfully elected to GB or GPC will then be sent '*Notes for Elected Members*'.

Nominating Committee will meet in Week 4 of Hilary term 2021 to make recommendations for the membership of committees. While the Committee will make every effort to accommodate individual applicants' preferences, some selection may be required for committees which receive a large amount of interest. A list of current committees and members can be found on the College's website: www.wolfson.ox.ac.uk/college-committees.

Those wishing to join committees are invited to indicate their preferences via the nomination form, **no later than by 12 Noon on Friday 15 January 2021 (HT Week 0)**.

Main Committees

- **Nominating Committee (NC):**

Membership is available to six members of College (see below) and is determined by nomination. If there are more nominations than vacancies, an election will be held.

	Eligible Groups
3	GBF
3	GS / RF / JRF / SF / EF

Nominating Committee will meet on at **1.30pm on Tuesday 9 February 2021 (HT Week 4)**. It is essential that candidates for this Committee are able to attend the meeting.

- **General Purposes Committee (GPC):**

Membership is available to ten members of College (see below) and is determined by nomination. If there are more nominations than vacancies, an election will be held.

	Eligible Groups
6	GBF
2	GS

	Eligible Groups
1	RF / JRF / SF
1	GS / RF / JRF / SF

General Purposes Committee meets at **1.30pm on Wednesday in Weeks 1 and 6**.

- **Governing Body (GB):**

Governing Body is comprised of all GB Fellows and six Elected Members (see below). If there are more nominations than vacancies, an election will be held.

	Eligible Groups
4	GS
1	RF / JRF / SF
1	GS / RF / JRF / SF

The Chair of the General Meeting is elected annually at the second General Meeting of Hilary Term (**3 March 2021**) from among the Elected Members of Governing Body. This is an important post and provides for continuity in the management of Common Room affairs.

Governing Body meets at **5.30pm on Wednesday in Weeks 3 and 8.**

If you would like to be considered as a candidate for any of these vacancies, please select the appropriate box(es) on the nomination form. You may also nominate other members of College for vacancies, provided that you have their written consent.

Please complete the form (noting any other nominations you wish to submit) by **12 Noon on Friday 15 January 2021**. In the event of an election, the College Secretary will communicate the process for this.

Other Main Committees

Membership is decided on the basis of recommendations from Nominating Committee (NC) to Governing Body (GB). NC will take account of stated preferences, but reserves the right to make recommendations on its own initiative. GB Fellows normally serve for three years on the main committees, with other members of College serving for one year (TT21-HT22).

Committee Chairs may, at their discretion, invite members of Common Room to temporarily join their committee. At least three-quarters of the members of any committee must at all times be members of College.

(a) Open to Governing Body Fellows ONLY

Fellowships and Membership Committee

Meeting at 1.30pm on Wednesdays of Weeks 0 and 5 each term.

(Committee members should expect to be available for some selection panel meetings for RF/JRF appointments)

(b) Open to all members of College

Academic Committee (AC)

Meetings at 1.30pm on Mondays of Week 5 each term.

Domestic and Premises Committee (DPC)

Meetings at 1.30pm on Tuesdays of Weeks 0 and 5 each term.

Equality and Welfare Committee (EWC)

Meetings at 1.30pm on Monday of Week 4 each term.

Finance Committee (FC)

Meetings at 1.00pm on Thursday of Week 5 each term.

Social and Cultural Committee (SCC)

Meetings at 5pm on Wednesdays of Weeks 0 and 5 each term.

If you wish to serve on any of these committees, please indicate your order of preference (three max.) on the nomination form and ensure it is completed **no later than 12 Noon on Friday 15 January 2021**.

Sub-Committees

Membership is generally available to all members of College only, with exceptions noted below. It is possible to join a sub-committee without being a member of the main committee it reports to:

a) Sub-Committees A: Sub-Committees of Academic Committee

Academic Proposals and Funding Sub-Committee (APF)

Membership is available to five members of College (see below), determined by nomination.

	Eligible Groups
1	GBF in Humanities
1	GBF in Medical Sciences
1	GBF in MPLS

	Eligible Groups
1	GBF in Social Sciences
1	RF / JRF

Academic Proposals and Funding Sub-Committee meets at **1.30pm on Friday in Week 2.**

Named Lecture Nominations Sub-Committee (NLN)

Membership is available to four GB Fellows (see below) and is determined by nomination.

	Eligible Groups
1	GBF in Humanities
1	GBF in Medical Sciences

	Eligible Groups
1	GBF in MPLS
1	GBF in Social Sciences

Named Lecture Nominations Sub-Committee meets **on Friday in Week 2 of Hilary term only.**

Library and Archives Sub-Committee (LA)

Membership is available to eight members of College (see below), determined by nomination.

	Eligible Groups
2	GBF
2	GS

	Eligible Groups
2	RF / JRF
2	SF / EF

Library and Archives Sub-Committee meets at **1.30pm on Tuesday in Week 3.**

(b) Sub-Committees B: Other Sub-Committees (open to all members of College only)

Domestic and Premises Committee: Catering Sub-Committee (CAT)
Day Nursery Sub-Committee (DN)
Grounds Sub-Committee (GRO)
Wine Sub-Committee (WIN)

General Purposes Committee: IT Sub-Committee (IT)
Communications Sub-Committee (COM)

Social and Cultural Committee: Arts Sub-Committee (ART)

There are a number of other clubs and societies which report to the SCC, including BarCo, the Boat Club and the Amref Group. For more information about how to get involved, go to www.wolfson.ox.ac.uk/clubs-societies.

If you wish to serve on any of these committees, please complete the nominations form **no later than 12 Noon on Friday 15 January 2021.**

There are further committees which are concerned with the scrutiny of key College business, such as governance, personnel and financial matters, on which members of College can serve:

The Audit Committee (Chaired by Dr Jay Lewis)

The Conflict of Interest Committee (Chaired by Professor Pat Nuttall)

The Remuneration & Personnel Committee (Chaired by the President)

The Investment Committee (Chaired by the President)

Members of these committees are directly elected by the Governing Body and are therefore not considered by Nominating Committee.

If you wish to serve on any of these committees please get in touch, in the first instance, with the relevant Committee Chair.