

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 2023-24

All key business 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 run by the College Secretary, who can provide further information about the committee structure and decision-making processes at Wolfson.

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 2023 (TT23) to Hilary term 2024 (HT24)**, with the exception of GB Fellows who serve for three years. Committee members are generally expected to attend all the meetings of their committee. Please only select a committee or sub-committee on the form if you wish to join, as nominations cannot be followed-up with individuals before they are reviewed.

The committee membership nomination form will be made available to members of College in Michaelmas term, and a paper prepared by the Chair of General Meeting entitled ‘*Getting involved in college governance*’ will be made available 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 2023 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 and more detail on the structure of the committee system and the committees themselves can be found on the online [committee map](#).

Those wishing to join committees are invited to indicate their preferences via the nomination form, **no later than by 12 Noon on Friday 13 January 2023 (HT Week 0)**.

Main Committees

- **Nominating Committee (NC):**
Membership from TT23 is available to six members of College (see below) and is determined by election if there are more nominations than vacancies.

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

NC will meet on at **11.00am on Wednesday 8 February 2022 (HT Week 4)**. As there is only one meeting, it is essential that candidates are able to attend.

- **General Purposes Committee (GPC):**
Membership from TT23 is available to six members of College (see below) and is determined by election if there are more nominations than vacancies.

	Eligible Groups
2	GBF
2	GS

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

GPC meets at **1.30pm on Wednesday in Weeks 1 and 6**.

- **Governing Body (GB):**

GB is comprised of all GB Fellows and six Elected Members (see below). If there are more nominations for elected membership 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 from among the Elected Members of Governing Body. This is an important post and provides for continuity in the management of Common Room affairs.

GB 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 by **12 Noon on Friday 13 January 2023**. In the event of an election, which if required would likely be in Week 2 of Hilary term, the College Secretary will communicate the process.

Other 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 (TT23-HT24).

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. Members of Common Room (MCR) are invited to express their interest in joining a committee by email to the College Secretary. The College is unable to guarantee MCR committee or sub-committee membership.

(a) Open to Governing Body Fellows only

- **Fellowships and Membership Committee (FMC)**

FMC members should expect to be available for some selection panel meetings in connection with RF/JRF appointments. FMC meets at **1.30pm on Wednesdays in Weeks 0 and 5.**

(b) Open to all members of College

- **Academic Committee (AC)**

Membership from TT23 is available to nine members of College (see below) and is determined by nomination.

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

	Eligible Groups
2	RF / JRF
2	SF / EF
2	GS

AC meets at **1.30pm on Monday in Week 5.**

- **Domestic and Premises Committee (DPC)**
DPC meets at 1.30pm on Tuesdays in Weeks 0 and 5.
- **Equality and Welfare Committee (EWC)**
EWC meets at 1.30pm on Monday in Week 4.
- **Finance Committee (FC)**
FC meets at 1.00pm on Thursday in Week 5.
- **Social and Cultural Committee (SCC)**
SCC meets at 5pm on Mondays in Weeks 0 and 5.

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 13 January 2023**.

Sub-Committees

Sub-committees report to one of the main committees. 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)**

APF membership from TT23 is available to four 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
-	GBF in Social Sciences
1	RF / JRF

APF meets at 1.30pm on Wednesday in Week 4.

- **Named Lecture Nominations Sub-Committee (NLN)**

NLN membership from TT23 is available to four Governing Body Fellows (see below), 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

NLN meets on Friday in Week 2 of Hilary term only.

- **Library and Archives Sub-Committee (LA)**

LA membership from TT23 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

LA 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)**
CAT meets at **5.30pm on Wednesday in Week 4.**
- **Day Nursery Sub-Committee (DN)**
DN meets at **4pm on Wednesday in Week 4.**
- **Grounds Sub-Committee (GRO)**
GRO meets at **1.30pm on Monday in Week 2.**
- **Wine Sub-Committee (WIN)**
WIN meets at **5.45pm on Friday in Week 2.**

General Purposes Committee:

- **Information Technology and Data Protection (ITDP) Sub-Committee (IT)**
IT meets at **1.30pm on Tuesday in Week 4.**
- **Communications Sub-Committee (COM)**
COM meets at **11.30am on Monday in Week 3 of Michaelmas term only.**

Social and Cultural Committee:

- **Art Sub-Committee (ART)**
ART meets at **12.00pm on Wednesday in Weeks 0 and 5.**

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 13 January 2023.**

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:

Audit Committee (Chaired by Dr James Benson)

Conflict of Interest Committee (Chaired by Professor Pat Nuttall)

Investment Committee (Chaired by the President)

Remuneration and Personnel 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.

November 2022
College Secretary