To: Graduate Students, Junior Research Fellows, Research Fellows, and Supernumerary Fellows

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:
- Influence on the operation and strategy of the College;
- Getting to know the people who run the various facets of College life;
- An intimate knowledge of the way Wolfson works – from the balance sheets on the Finance Committee or the library’s operations on the Academic Committee to the funding and organisation of the many social and cultural events in College;
- Experience in problem-solving, collaborative decision-making, committee diplomacy;
- Evidence on your CV of the above;
- Various material perks, from cakes to dinners, depending on the committee.

The benefits to College of having you on a committee include:
- New faces to add dynamism and fresh thought to well-established procedures;
- Keeping policies up-to-date with student and fellows’ perspectives;
- Bringing and helping to implement new ideas for how to improve the College;
- Allowing fellows and students to get to know one another.

Elections to committees are held each Hilary term, a procedure for most committees overseen by the Nominating Committee, and committees will serve from Trinity term to the following Hilary term. Fill out the nomination form (attached to document NC.2020.01, spares available in the Lodge) noting which committees you wish to join, and send it to the College Secretary, Luke Jackson-Ross (college.secretary@wolfson.ox.ac.uk) before Friday, 17 January 2020. After the meeting of the Nominating Committee, you will be notified of the committee(s) to which you have been elected. 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 be ejected from a committee for failing to appear, but do send apologies to the Committee Secretary if you find you cannot make one of the meetings.

If there are more candidates than places on the Nominating Committee, General Purposes Committee or Governing Body, College-wide elections will be held. Ballot papers will be available in the Lodge from Monday, 27 January until Wednesday, 29 January 2020 (further details in the newssheet).

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. By the time an item of business reaches the Governing Body, it has usually been discussed by other committees, and the item may only need to be reported and approved, although this is not always the case.

Contact: College Secretary (college.secretary@wolfson.ox.ac.uk)
2 General Purposes Committee (GPC) prepares the agenda for the next Governing Body meeting, 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 annually in Hilary term to suggest committee memberships based on the nominations it receives. Contact: College Secretary (college.secretary@wolfson.ox.ac.uk)

Other committees for which GS and JRF, RF, and SF may nominate themselves:

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: Boat Club; Bar Committee (BarCo); Entertainments (“Entz”); Art SC; Music Society, Romulus Magazine, Sports SC, Family Society. Contact: Chair of SCC (minhui.wei@education.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; Named Lecture Nominations 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; Health and Safety 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 new Sub-Committee of GPC, discusses College communications and is to be constituted for the first time in Hilary term 2020. 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)

8 **Investment Committee (IC)** reporting to Governing Body, Investment Committee manages the College’s investments with the assistance of professional advice. Contact: PA to the Bursar (bursars.office@wolfson.ox.ac.uk)

**Committees on which GS and JRFs, RFs, and SFs are not represented:**
1. **Audit Committee (Audit)**
2. **Conflict of Interest Committee (CIC)**
3. **Fellowships and Memberships Committee (FMC)**
4. **Remuneration and Personnel Committee (RPC)**

**Further information**
Wolfson’s **Common Room** is an organization similar to an MCR 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 and is open to everyone. College Officers including the President, Bursar and Vicegerent 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. There are two General Meetings each term, on Wednesday of Weeks 2 and 7 at 5.30 PM in the Upper Common Room. Refreshments are provided. Debate and attendance matter: your vote counts!

Copies of committee minutes from the last cycle are available on Sharepoint, and hardcopies will also be available at General Meeting. Please contact the College Secretary with any questions about committee minutes. Feel free to ask the Chair of the General Meeting, Etienne Hanelt (chair.gm@wolfson.ox.ac.uk), or the Common Room Administrator (tracy.fuzzard@wolfson.ox.ac.uk) for GM Minutes, which are also available on Sharepoint.

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.

Etienne Hanelt  
Chair of the General Meeting  
November 2019