To: All Members of College and Common Room

WOLFSON COLLEGE

COMMITTEE MEMBERSHIP FOR 2018–2019

All College business, from finance to sport and entertainments, is managed by a variety of committees (listed below), which report to the General Meeting and the Governing Body.

The College Secretary, or the Chair of the General Meeting can provide further information about the committee structure and decision-making processes in the College. In the first instance, a paper entitled ‘Getting Involved’ is circulated to all graduate students, junior research fellows, research fellows, supernumerary fellows as well as Members of Common Room and Associate Members. Those successfully elected are then sent ‘Notes for Elected Members’.

At this time of year all members of College and Common Room are asked whether they would like to volunteer to take part in the running of the College by joining one or more of the committees, usually for 3 years, except for the elected members of GB and GPC who serve for the period Trinity Term 2018 to Hilary Term 2019. Members of Committees are expected to attend the Committee meetings.

Those wishing to join Committees are invited to indicate their preferences on the nomination form and return it to the College Secretary by 12 noon on Friday 12 January 2018.

The Nominating Committee will meet in Fourth Week of HT 2017 to make recommendations for the membership of Committees in the light of preferences expressed. Every effort will be made to accommodate the wishes of applicants, but selection may be necessary in the case of some particularly popular committees and in light of the fact that the College Regulations have been amended to extend committee membership to 3 years, except for elected members.

The Committees are composed in various ways:

- **Nominating Committee (NC):**

  Membership is available to all members of College (i.e. all Fellows and Graduate Students, not MCR and Associate MCR). Membership is determined by nomination: if there are more nominations than vacancies, an election has to take place to determine the membership of the NC. The three GB fellows will normally serve for 3 years on this Committee.

  Vacancies: THREE Governing Body Fellows already confirmed and THREE other members of College.

  The Nominating Committee will meet on **Tuesday 6 February 2018 at 1.30pm**. It is essential that candidates for this Committee are able to attend the meeting.

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

  Membership is available to all members of College (i.e. all Fellows and Graduate Students, not MCR and Associate MCR). Membership is determined by nomination: if there are more nominations than vacancies, an election has to take place to determine the membership of the GPC.
Vacancies: THREE Governing Body Fellows and FOUR other members of College. (At least ONE place being reserved for a Supernumerary Fellow, Research Fellow or Junior Research Fellow and at least TWO places for Graduate Students) with the four other members to serve for one year (Trinity Term 2017 to Hilary Term 2018).

The General Purposes Committee meets at 1.30pm on Wednesdays of Weeks 1 and 6.

- Governing Body (GB):

  *Elected membership:* SIX places are available which are filled through an election if there are more candidates than vacancies available. The election will be held amongst non-Governing Body Fellows and Graduate Students (not MCR and Associate MCR). Elected members of the GB usually serve for one year (Trinity Term 2017 – Hilary Term 2018). At least ONE place is reserved for a Supernumerary Fellow, Research Fellow or Junior Research Fellow and at least FOUR places are available for Graduate Students.

Governing Body meets at 4.00pm on Wednesdays in Weeks 3 and 8.

If you would like to be a candidate for any of these vacancies, please tick the appropriate box(es) on the accompanying form. You are also free to nominate other members of College for the vacancies, provided that you have their consent in writing.

Please return the form (and any other nominations you wish to submit) to the College Secretary by 12 noon on Friday 12 January 2018. If there are enough candidates for elections to be necessary, ballot papers will be available in the Lodge from Monday 22 January until Wednesday 24 January 2018.

Other Committees

The membership of the committees listed below is decided on the basis of recommendations from the Nominating Committee to the Governing Body. The Nominating Committee will take account of all preferences stated, but reserves the right, after reviewing the pattern of preferences, to make recommendations on its own initiative. One rule that must be observed is that at least three-quarters of the members of these committees must at all times be members of College. GB fellows normally serve for three years on the main College Committees.

(a) **Open to Governing Body Fellows ONLY**

- **Fellowships and Membership Committee**
  Meeting at 1.30 p.m. on Wednesdays of Weeks 0 and 5.
  *(Membership of this committee will normally involve availability for selection panel meetings for RF/JRF appointments)*

(b) **Open to Members of College and Common Room**

[The Academic Committee, the Domestic and Premises Committee and the Social and Cultural Committee normally meet twice a term, but meetings may be cancelled if there is no business pending.]

- **Academic Committee**
  Meetings at 1.30 p.m. on Mondays of Weeks 0 and 5, except in Michaelmas Term when it meets on Thursday of Week 0 and Monday of Week 5
Domestic and Premises Committee
Meetings at 1.30 p.m. on Tuesdays of Weeks 0 and 5

Equality and Welfare Committee
Meeting at 1.30 pm on Monday of Week 4

Finance Committee
Meeting at 3.00 p.m. on Wednesday of Week 5

Social and Cultural Committee
Meetings at 5 p.m. on Wednesdays of Weeks 0 and 5

Please be aware that if you are already serving on a Committee and you wish to continue to serve, you must WRITE ‘C’ in the appropriate box(es), noting that the normal length of service is for 3 years except for the elected members of GPC and GB.

If you wish to serve on any of these committees, please indicate your order of preference by writing 1, 2,3 (maximum) in the appropriate box(es) and return the form to the College Secretary by 12 January 2018.

3 SUB-COMMITTEES (Membership available to: Members of College and of Common Room and Associate Members of Common Room)

It is possible to join certain sub-committees or user groups without being a member of the main committee concerned:

**General Purposes Committee:**

- IT Committee

**Domestic and Premises Committee:**

- Catering Sub-Committee
- Day Nursery Sub-Committee
- Grounds Sub-Committee
- Wine Sub-Committee

**Social and Cultural Committee:**

- Arts Society Sub-Committee
- BarCo
- Entertainments Sub-Committee
- Family Society
- Music Society
- Romulus Editorial Board
- Sports Sub-Committee

If you would like to serve on any of these sub-committees, please tick the appropriate box(es) on the accompanying form; the names of volunteers will be given to the chairs of the relevant main committees at their first meetings next term.

4 CHAIR OF THE GENERAL MEETING

The Chair of the General Meeting is elected annually at the second General Meeting of Hilary Term (28 February 2018) from amongst the elected members of the Governing Body. This is an important post and provides for continuity in the management of Common Room affairs.

December 2017

Secretary to the Governing Body/ Jacob L Dahl
College Secretary/ Juliet Montgomery

To: Members of College and Common Room
NOMINATION FORM 2018–2019

COMMITTEE MEMBERSHIP 2018–2019

NAME ………………………………………………………

STATUS (eg GBF/GS/MCR/ACR)………………

1  ELECTIONS  (Fellows and Graduate Students only)

Please put a tick in the appropriate box(es) if you wish to be a candidate for any of the following:

- Nominating Committee
- General Purposes Committee
- Governing Body

2  NOMINATIONS  (Governing Body Fellows only)

If you wish to continue to serve on the following Committee please write C in the box or if you wish to serve on the following Committee please put a tick in the box:

- Fellowships and Membership Committee

3  NOMINATIONS : OTHER COMMITTEES

(All Fellows & Members of College and Common Room including Associate Members)

Please be aware that if you are already serving on a Committee and you wish to continue to serve on any of the following Committees, you must WRITE ‘C’ in the appropriate box(es). Otherwise, indicate your order of preference by writing 1,2,3 (maximum) in the appropriate box(es):

- Academic Committee
- Domestic and Premises Committee
- Equality & Welfare Committee
- Finance Committee
- Social and Cultural Committee

Please turn over /...Sub-Committees
4 **SUB-COMMITTEES**
(All Fellows and Members of College and Common Room including Associate Members)

Please be aware that if you are already serving on a Committee and you wish to continue on any of the following Committees, you must WRITE ‘C’ in the appropriate box(es).

If you are interested in joining any of the following, whether or not you wish to serve on the main committee, please put a tick in the appropriate box(es):

- IT Committee
- Catering Sub-Committee
- Day Nursery Sub-Committee
- Grounds Sub-Committee
- Wine Sub–Committee
- Arts Sub-Committee
- BarCo
- Entertainments Sub-Committee
- Family Society
- Music Society
- Romulus Editorial Board
- Sports Sub-Committee

5 **AMREF (The African Medical and Research Foundation)** The College Charity

If you are interested in joining the AMREF Group (open to all members of College and Common Room, meets once a term at 1.30 pm on Tuesday of Week 1), please put a tick in this box or **C to continue**:

Please return this form to the College Secretary ASAP. The closing date for nominations is **Friday 12 January 2018 at 12 noon**.
There are further College committees which are concerned with the scrutiny of key College business, such as governance, personnel and financial matters, on which Members of the College and Common Room can serve:

The Audit Committee (Chair: Dr Jim Benson)

The Conflict of Interest Committee (Professor David Robey)

The Remuneration & Personnel Committee (Chair: The President)

The Investment Committee (Chair: The President)

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

If you wish to serve on any of these Committees please get in touch, in the first instance, with the chairs of these Committees.