To: ALL GRADUATE STUDENTS, RFs and JRFs

Wolfson’s Committee Structure: Getting Involved

Students 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 an hour or less twice a term, you can make a valuable contribution to the way that the College functions and get to know the people that make Wolfson what it is.

The benefits to you of joining a committee include:

- Direct 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 (resumé) of the above
- Various material perks, from cakes to dinners, depending on the committee!

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

- New faces to add dynamism and fresh thought to well-established procedures
- Keeping College policies up-to-date with student/RF/JRF perspectives and needs
- Bringing and helping to implement new ideas for how to improve the College
- Allowing fellows and students to get to know one another (especially on the governing body)

Elections to Committees are held each Hilary Term, a procedure for most committees overseen by the Nominating Committee, and committees will serve Trinity to Hilary. Fill out the nomination form (attached to document NC.2019.01, spares available in the Lodge) saying which committees you wish to join, and send it to the College Secretary, Juliet Montgomery, before Friday 11 January 2019. After the Nominating Committee meeting 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 six meetings over the coming year. You won’t be ejected from a committee for failing to appear, but do send apologies to its Secretary if you find you cannot make one of the meetings.

If there are more candidates than places on the Nominating Committee, the General Purposes Committee or Governing Body, then College-wide elections will be held. Ballot papers will be available in the Lodge from Monday 21 January until Wednesday 23 January 2019 (further details in the Newsheet).

Committees to which graduate students are elected:

1 Governing Body (GB) is composed of 60 Fellows and six elected junior members (of whom at least four are students and at least one Supernumerary (SF), Research(RF) or Junior Research (JRF). Once these six members are elected, the Chair of the General Meeting is elected to serve for one year (normally the Chair of GM is an elected member of GB). By the time an item of business reaches the Governing Body, it has already been discussed by previous meetings of various committees and the item may only need to be reported and approved, although this is not always the case. GB Fellows are also the legal trustees of the College - elected members do not share this status but do have a voice equal to that of the Fellows in GB meetings.

2 General Purposes Committee (GPC) prepares the agenda for the next Governing Body meeting, and in doing so acts as a powerful executive committee of the College. Chaired by the President, it is composed of College officers, elected fellows, four elected junior members (including at least two graduate students and one SF, RF or JRF) and the chairs of the General Meeting and the Social and Cultural Committee. Up to 3 members could therefore be graduate students.

3 Nominating Committee meets annually in Hilary Term to suggest committee memberships based on the nominations it receives.
Other committees for which graduate students may nominate themselves:

1. **Social and Cultural Committee (SCC)** allocates and approves money for all the College’s clubs, societies and social functions. Its subcommittees, listed below, encompass most of the life of the Wolfson Community. Provided you can draw up a credible budget and a good case for expenditure, practically any worthy endeavour can be supported by the Common Room Fund, which is overseen by this committee. For more information, contact the current SCC Chair, Felix Tennie (felix.tennie@physics.ox.ac.uk), or the Common Room Administrator, Tracy Fuzzard (tracy.fuzzard@wolfson.ox.ac.uk). SCC’s Subcommittees: Boat Club, Bar Committee (BarCo), Entertainments (“Entz”), Arts, Music, Romulus, Sports, Families.

2. **Academic Committee (AC)** is concerned with all academic matters in which the College may have an interest, for example: proposals for lectures, seminars and conferences; College Library and Archives policy; and College admissions policy. This Committee is also very important for developing Wolfson’s strategy to develop its ‘destination college’ status.

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 fruits of this committee’s labours are usually very visible and long-lasting, and are often also quickly implemented. DPC’s Subcommittees: Grounds, Catering, Wine, Nursery.

4. **Finance Committee (FC)** oversees the broad brushstrokes of College expenditure, income and investments.

5. **Information Technology Committee (IT)** discusses all aspects of the College IT facilities – computers, printing, network connections and policy. A representative from this committee reports to the General Meeting.

6. **Equality and Welfare Committee (EWC)** meets termly to oversee equality issues and policy.

Committees on which graduate students are not represented:

1. **Audit Committee (AudC)**
   Reports to the Governing Body via GPC, this committee supervises internal audit in the College.

2. **Fellowships and Memberships Committee (FMC)**
   Recommends College appointments and membership, eg of fellows and members of Common Room.

3. **Remuneration and Personnel Committee**

Further facts…

**Wolfson Common Room** is an organization similar to an MCR or Student Union at other colleges; however, here, it represents all members of the College – fellows, students, staff and former members, and exists to promote the social and cultural life of the College.

All committees summarize their proceedings in reports to the **General Meeting**. This happens 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 issue for discussion under Any Other Business: contact the Chair or Common Room Administrator to do so. There are two General Meetings per term, on Wednesday of 2nd and 7th weeks at 5.30 pm in the Upper Common Room. Refreshments are provided. Debate and attendance does matter: your vote counts!

Copies of all **committee minutes** from the last cycle are available on sharepoint, and you can obtain copies of your own from the General Meeting. **Feel free to ask** the Chair of the General Meeting, Akash Trivedi (chair.gm@wolfson.ox.ac.uk), or the Common Room Administrator (tracy.fuzzard@wolfson.ox.ac.uk) for GM Mins, these are on sharepoint and are circulated to MCR on the email list.

**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.

Chair of the General Meeting
December 2018