

E21-03 Motion to update the committee structure and roles in the BAME Students' Network constitution

Owner: Ananya Jain, BAME Officer

In effect from: Immediately

Review Date: N/A

It is noted that:

1. The Black, Asian and Ethnic Minority Students' Network was made a Subcommittee of the Students Association on 4th August 2020.
2. The committee positions at that point were created based on what seemed functional prior to establishment.

It is believed that:

1. Since the committee has been active for almost one year, there is a better understanding of the role requirements and the effectiveness and drawbacks of the established structure.
2. Since the Postgraduate experience is not homogenous, different groups require different representatives to best address their demands.
3. The Education Officer has a significant role on the committee that requires liaising with other members and coordinating activities.
4. In light of the pandemic there is an increasing demand for creation of accessible virtual content, which should be divided amongst members so as to not burden a single person.

It is resolved to:

1. Divide the responsibility of Postgraduate Representation into Postgraduate Representative (Research) and Postgraduate Representative (Taught)
2. Make the Education Officer an Executive Committee Member
3. Replace the Photography Coordinator with a Visual Content Creator
4. Update the constitution of the BAME Students' Network in the Subcommittee Laws outlining the updating in remit and roles accordingly (See Appendix 1 for the updated laws and Appendix 2 for the original constitution)

Proposer

Ananya Jain – BAME Officer

Seconded

Emma Rose Walsh – Director of Wellbeing

Gavin Sandford – Director of Student Development and Activities

Joe Horsnell – Arts and Divinity Faculty President

Appendices

Appendix A

Chapter 3: BAME Subcommittee (BAME Students' Network)

2. Committee structure

2.1. Executive Committee:

2.1.1. SRC BAME Officer (Convenor and Chair)

2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.1.2. Vice President

2.1.2.1. Co-chair Executive meetings in the absence of the BAME Officer.

2.1.2.2. Book rooms, schedule meetings, and note absences.

2.1.2.3. Work alongside University administration to look into effective redressal of Racial Discrimination and management of the reporting system.

2.1.2.4. Work with the Association Discipline Committee to address matters relating to race, ethnicity, and cultural minorities.

2.1.2.5. Line manage the Education Officer.

2.1.3. Treasurer

2.1.3.1. Maintain the accounts of BAME Network and be a signatory on bank accounts, along with the President.

2.1.3.2. Work with the President to produce a budget for the upcoming year.

2.1.3.3. Provide a finance report at the weekly meeting.

2.1.3.4. Oversee all BAME Network spending and ensure the effective use of resources.

2.1.3.5. Coordinate fundraising and sponsorship.

2.1.3.6. Line manage the Sponsorship and Development Officer.

2.1.4. Secretary

2.1.4.1. Oversee all correspondence made on behalf of BAME Network.

2.1.4.2. Manage the BAME Network email account and mailing lists, regularly sharing updates on the activities of the committee.

2.1.4.3. Organise committee socials, with assistance from other general members.

2.1.4.4. Take accurate minutes of all committee meetings, and store them in an accessible archive.

2.1.4.5. Line manage the Careers and Alumni Officer, and the Access and Outreach Officer.

- 2.1.5. Wellbeing Officer
 - 2.1.5.1. Oversee the wellbeing of committee members and general members of BAME Network.
 - 2.1.5.2. Liaise with Student Services and student-led organisations such as Sexpression, Nightline, and Got Consent to address issues faced by BAME students.
 - 2.1.5.3. Ensure that all committee members receive adequate training, including Mental Health First Aid, Got Consent, Queer Peer Support, Nightline, and condom training.
 - 2.1.5.4. Organise events and discussions to promote wellbeing.
 - 2.1.5.5. Resolve any conflicts between committee members.
 - 2.1.5.6. Line manage the Freshers' Representative, Postgraduate Representative, and Member without Portfolio.
- 2.1.6. Events Officer
 - 2.1.6.1. Organise BAME Network events.
 - 2.1.6.2. Liaise with other student groups for collaborations, with help from the SAF Societies Officer.
 - 2.1.6.3. Work with the Wellbeing Officer to ensure that all events are welcoming and accessible.
 - 2.1.6.4. Line manage the Multicultural Week Coordinator and Societies Coordinator.
- 2.1.7. Marketing Officer
 - 2.1.7.1. Promote all BAME Network activities and events through social media, student publications, and other innovative avenues.
 - 2.1.7.2. Create promotional materials to maintain a cohesive, approachable, and active public image, including posters and graphics.
 - 2.1.7.3. Line manage the Design Officer and Photography Coordinator, working with them to create informative and visually appealing content.
- 2.1.8. DoWell (line manager)
- 2.1.9. DoSDA (line manager)
- 2.2. General Members:
 - 2.2.1. Education Officer
 - 2.2.1.1. Work alongside University staff and School Presidents to discuss changes within the curriculum, and efforts that can be made to alter educational practices to be less biased, more inclusive, and representative of a variety of cultures.
 - 2.2.1.2. Look into programmes beyond the curriculum, such as study abroad programmes and mentorship schemes.
 - 2.2.1.3. Sit on the Education Subcommittee.
 - 2.2.2. Sponsorship and Development Officer

- 2.2.2.1. Liaise with external organisations to secure adequate funding for events and promote collaborative efforts between BAME Network and local businesses.
- 2.2.2.2. Focus on fundraising and networking activities to support prospective and incoming students, and alumni.
- 2.2.2.3. Work closely with the Events Officer and the Access and Outreach Officer.
- 2.2.3. Access and Outreach Officer
 - 2.2.3.1. Work alongside University staff to make St Andrews more accessible and appealing to BAME students.
 - 2.2.3.2. Sit on any focus groups which look into BAME applicants, offers, and admissions.
 - 2.2.3.3. Along with the BAME Officer and Vice President, organise events such as access conferences and others as recommended in the Action Plan Report (summer 2020).
 - 2.2.3.4. Liaise with members of University staff working towards ongoing outreach initiatives, student ambassador programmes, and open days.
- 2.2.4. Careers and Alumni Officer
 - 2.2.4.1. Work with the Careers Centre, SRC Alumni Officer, alumni, and current BAME students to create a network that fosters specific advice for current BAME students.
 - 2.2.4.2. Organise networking and career events for BAME students.
- 2.2.5. Freshers' Representative
 - 2.2.5.1. Represent the interests and concerns of BAME freshers.
 - 2.2.5.2. Promote the engagement and integration of first years with the rest of the student population.
 - 2.2.5.3. Liaise with freshers' representatives of other student groups to host events for BAME freshers.
 - 2.2.5.4. Support other committee members, depending on skill set.
- 2.2.6. Postgraduate Representative
 - 2.2.6.1. Represent the interests of BAME postgraduates.
 - 2.2.6.2. Promote the engagement and integration of BAME postgraduates with the rest of the student population.
 - 2.2.6.3. Sit on the Postgraduate Society, and liaise with postgraduate representatives of other student groups to host events for BAME postgraduates.
 - 2.2.6.4. Support other committee members, depending on skill set.
- 2.2.7. Member without Portfolio
 - 2.2.7.1. Aid the Secretary in planning committee socials.
 - 2.2.7.2. Support other committee members, depending on skill set.
- 2.2.8. Multicultural Week Coordinator

- 2.2.8.1. Organise and execute the annual St Andrews Multicultural Week.
- 2.2.8.2. Convene a committee and meet with them regularly to organise and oversee the smooth running of events.
- 2.2.9. Societies Coordinator
 - 2.2.9.1. Regularly communicate with other student groups.
 - 2.2.9.2. Work alongside the Events Officer and Wellbeing Officer to host collaborative events.
 - 2.2.9.3. Sit on the Societies Subcommittee.
- 2.2.10. Design Officer
 - 2.2.10.1. Create posters, graphics, and other content to promote BAME Network and its activities.
 - 2.2.10.2. Line managed by the Marketing Officer.
 - 2.2.10.3. Run BAME Network social media pages, and promote campaigns for the subcommittee, in collaboration with the Marketing Officer.
- 2.2.11. Photography Coordinator
 - 2.2.11.1. Create photo and video content as required.
 - 2.2.11.2. Work in collaboration with the Marketing Officer, Design Officer, and Events Officer.

3. Appointments

- 3.1. The BAME Officer shall be appointed through the Association Elections.
- 3.2. Interviewed positions
 - 3.2.1. The following positions shall be appointed by interview:
 - 3.2.1.1. Vice President
 - 3.2.1.2. Wellbeing Officer
 - 3.2.1.3. Events Officer
 - 3.2.1.4. Marketing Officer
 - 3.2.1.5. Education Officer
 - 3.2.1.6. Sponsorship and Development Officer
 - 3.2.1.7. Multicultural Week Coordinator
 - 3.2.1.8. Societies Coordinator
 - 3.2.1.9. Design Officer
 - 3.2.1.10. Photography Coordinator
 - 3.2.2. The interview panel shall appoint members through a fair and inclusive process, which will be open and advertised to all matriculated students. The panel shall consist of the:
 - 3.2.2.1. Incoming BAME Officer
 - 3.2.2.2. Outgoing BAME Officer
 - 3.2.2.3. Outgoing Vice President
 - 3.2.2.4. Two from the DoSDA, DoSDA-Elect, DoWell, or DoWell-Elect

3.2.3. The Events Officer shall join the panel in appointing the Multicultural Week Coordinator.

3.2.4. The incoming SAF Societies Officer shall join the panel in appointing the Societies Coordinator.

3.2.5. The Marketing Officer shall join the panel in appointing the Design Officer and Photography Coordinator.

3.3. Elected positions

3.3.1. The following positions shall be elected at the AGM:

3.3.1.1. Treasurer

3.3.1.2. Access and Outreach Officer

3.3.1.3. Careers and Alumni Officer

3.3.1.4. Freshers' Representative

3.3.1.5. Postgraduate Representative

3.3.1.6. Member without Portfolio

3.4. Vacancies and related matters shall be managed as outlined in the Laws of the Association.

Appendix B

Chapter 3: BAME Subcommittee (BAME Students' Network)

2. Committee structure

2.1. Executive Committee:

2.1.1. SRC BAME Officer (Convenor and Chair)

2.1.1.1. Fulfil the responsibilities as defined in the Laws of the Association.

2.1.2. Vice President

2.1.2.1. Chair Executive meetings in the absence of the BAME Officer.

2.1.2.2. Work alongside the BAME Officer in collaborating with University administration, and relevant Student Association member.

2.1.2.3. Liaise with the University on matters relating to BAME, race and ethnicity

2.1.3. Treasurer

2.1.3.1. Maintain the accounts of BAME Network and be a signatory on bank accounts, along with the President.

2.1.3.2. Work with the President to produce a budget for the upcoming year.

2.1.3.3. Provide a finance report at the weekly meeting.

2.1.3.4. Oversee all BAME Network spending and ensure the effective use of resources, in coordination with the Cash Office.

2.1.3.5. Coordinate fundraising and sponsorship.

2.1.3.6. Line manage the Sponsorship and Development Officer.

2.1.4. Secretary

2.1.4.1. Oversee all correspondence made on behalf of BAME Network.

2.1.4.2. Manage the BAME Network email account and mailing lists, regularly sharing updates on the activities of the committee, and communications within the committee

2.1.4.3. Take accurate minutes of all committee meetings and store them in an accessible archive.

2.1.5. Wellbeing Officer

2.1.5.1. Oversee the wellbeing of committee members and general members of BAME Network.

2.1.5.2. Liaise with Student Services and student-led organisations such as Sexpression, Nightline, and Got Consent to address issues faced by BAME students.

- 2.1.5.3. Ensure that all committee members receive adequate training, including Mental Health First Aid, Got Consent, Queer Peer Support, Nightline, and condom training.
- 2.1.5.4. Organise events and discussions to promote wellbeing.
- 2.1.5.5. Resolve any conflicts between committee members.
- 2.1.5.6. Line manage the Freshers' Representative, Postgraduate Representative, and Member without Portfolio.
- 2.1.6. Events Officer
 - 2.1.6.1. Organise BAME Network events.
 - 2.1.6.2. Liaise with other student groups for collaborations, with help from the **Societies Coordinator and if needed the SAF Societies Officer**
 - 2.1.6.3. Work with the Wellbeing Officer **and Marketing Officer** to ensure that all events are welcoming and accessible.
 - 2.1.6.4. Line manage the Multicultural Week Coordinator and Societies Coordinator, **who will assist with event planning tasks.**
- 2.1.7 Education Officer
 - 2.1.7.1. **Work alongside University staff and School Presidents to discuss changes within the curriculum, and efforts that can be made to alter educational practices to be less biased, more inclusive, and representative of a variety of cultures.**
 - 2.1.7.2. **Look into programmes beyond the curriculum, such as study abroad programmes and mentorship schemes.**
 - 2.1.7.3. **Liaise with the Education Subcommittee, the DoED, Faculty Representatives and EDI Faculty Heads**
- 2.1.8. Marketing Officer
 - 2.1.7.1. Promote all BAME Network activities and events through social media, student publications, and other innovative avenues.
 - 2.1.7.2. Create promotional materials to maintain a cohesive, approachable, and active public image, including posters and graphics.
 - 2.1.7.3. Line manage the Design Officer and **Visual Content Creator**, working with them to create informative and visually appealing content.
- 2.1.9. DoWell (line manager)
- 2.1.10. DoSDA (line manager)
- 2.2. General Members:
 - 2.2.1. Sponsorship and Development Officer
 - 2.2.1.1. Liaise with external organisations to secure adequate funding for events and promote collaborative efforts between BAME Network and local businesses.
 - 2.2.1.2. Focus on fundraising and networking activities to support prospective and incoming students, and alumni.

- 2.2.1.3. Work closely with the Events Officer, Access and Outreach Officer, **Careers and Alumni Officer**.
- 2.2.2. Access and Outreach Officer
 - 2.2.2.1. Work alongside University staff **and the Admissions Team** to make St Andrews more accessible and appealing to BAME students.
 - 2.2.2.2. Sit on any focus groups which look into BAME applicants, offers, and admissions.
 - 2.2.2.3. Along with the BAME Officer and Vice President, organise events such as access conferences and others as recommended in the Action Plan Report (summer 2020).
 - 2.2.2.4. Liaise with members of University staff working towards ongoing outreach initiatives, student ambassador programmes, and open days.
- 2.2.3. Careers and Alumni Officer
 - 2.2.3.1. Work with the Careers Centre, SRC Alumni Officer, alumni, and current BAME students to create a network that fosters specific advice for current BAME students.
 - 2.2.3.2. Organise networking and career events for BAME students.
 - 2.2.3.3. **Facilitate the creation of an Alumni Network to help current students**
- 2.2.4. Freshers' Representative
 - 2.2.4.1. Represent the interests and concerns of BAME freshers.
 - 2.2.4.2. Promote the engagement and integration of first years with the rest of the student population.
 - 2.2.4.3. Liaise with freshers' representatives of other student **groups and the SRC First Years Officer** to host events for BAME freshers.
 - 2.2.4.4. Support other committee members, depending on skill set.
- 2.2.5. **Postgraduate Representative (Research)**
 - 2.2.5.1. **Represent the interests of BAME postgraduates who are conducting research**
 - 2.2.5.2. **Promote the engagement and integration of BAME postgraduates with the rest of the student population**
 - 2.2.5.3. **Sit on the Postgraduate committee and liaise with postgraduate representatives of other student groups to host events for BAME postgraduates.**
 - 2.2.5.4. **Collaborate with the PGT rep, the Provost, Admissions to address accessibility, wellbeing, and outreach for Postgraduates.**
 - 2.2.5.5. **Support other committee members, depending on skill set.**
- 2.2.6. **Postgraduate Representative (Taught)**

- 2.2.6.1. Represent the interests of BAME postgraduates who are on a teaching-based degree/taking modules/engaging with university based courses
- 2.2.6.2. Promote the engagement and integration of BAME postgraduates with the rest of the student population
- 2.2.6.3. Sit on the Postgraduate committee and liaise with postgraduate representatives of other student groups to host events for BAME postgraduates.
- 2.2.6.4. Collaborate with the PGR rep, the Provost, Admissions to address accessibility, wellbeing, and outreach for Postgraduates.
- 2.2.6.5. Support other committee members, depending on skill set.
- 2.2.7. Member without Portfolio
 - 2.2.7.1. Responsible for writing weekly updates on the committees' activities for social media
 - 2.2.7.2. Organising committee socials with assistance from other members
 - 2.2.7.3. Support other committee members, depending on skill set, especially during events.
- 2.2.8. Multicultural Week Coordinator
 - 2.2.8.1. Organise and execute the annual St Andrews Multicultural Week.
 - 2.2.8.2. Recruit and convene a committee and meet with them regularly to organise and oversee the smooth running of events.
 - 2.2.8.3. Coordinate activities with the Events Officer
- 2.2.9. Societies Coordinator
 - 2.2.9.1. Regularly communicate with other student groups (Societies, Subcommittees, Sports Clubs)
 - 2.2.9.2. Work alongside the Events Officer and Wellbeing Officer to host collaborative events.
 - 2.2.9.3. Create an inclusive society guidance, to promote accessible, inclusive and welcoming committees and events
 - 2.2.9.4. Sit on the Societies Subcommittee.
- 2.2.10. Design Officer
 - 2.2.10.1. Create posters, graphics, and other content to promote BAME Network and its activities.
 - 2.2.10.2. Line managed by the Marketing Officer.
 - 2.2.10.3. Run BAME Network social media pages, and promote campaigns for the subcommittee, in collaboration with the Marketing Officer.
- 2.2.11. Visual Content Creator
 - 2.2.11.1. Create aesthetic and accessible video and photographic content as required.
 - 2.2.11.2. Take photos and videos at events to be used for publicity

2.2.11.3. Work in collaboration with the Marketing Officer, Design Officer, and Events Officer.

3. Appointments

- 3.1. The BAME Officer shall be appointed through the Association Elections.
- 3.2. Interviewed positions
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 - 3.2.1.8. Design Officer
 - 3.2.1.9. Visual Content Creator
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 - 3.2.2.3. Outgoing Vice President
 - 3.2.2.4. Two from the DoSDA, DoSDA-Elect, DoWell, or DoWell-Elect
 - 3.2.3. The Events Officer shall join the panel in appointing the Multicultural Week Coordinator.
 - 3.2.4. The incoming SAF Societies Officer shall join the panel in appointing the Societies Coordinator.
 - 3.2.5. The Marketing Officer shall join the panel in appointing the Design Officer and Visual Content Creator.
- 3.3. Elected positions
 - 3.3.1. The following positions shall be elected at the AGM:
 - 3.3.1.1. Secretary
 - 3.3.1.2. Treasurer
 - 3.3.1.3. Access and Outreach Officer
 - 3.3.1.4. Careers and Alumni Officer
 - 3.3.1.5. Sponsorship and Development Officer
 - 3.3.1.6. Freshers' Representative
 - 3.3.1.7. Postgraduate (Research) Representative
 - 3.3.1.8. Postgraduate (Teaching) Representative
 - 3.3.1.9. Member without Portfolio
- 3.4. Vacancies and related matters shall be managed as outlined in the Laws of the Association.