



Papers for Executive Committee Meeting

Wednesday 14th April 2021

5pm - MS Teams

Present

Member's Name

Position

Dan Marshall	Association President
Emma Walsh	Association Director of Wellbeing
Gavin Sandford	Association Director of Student Development and Activities
Sophie Tyler	Association Athletic Union President
Maitreyi Tusharika	Association Chair
Ananya Jain	SRC Senior Officer
Sarah Johnston	SRC Secondary Officer
Sandra Mitchell	SRC Tertiary Officer
Amy Feakes	SAF Senior Officer
Andrew Longworth	SAF Secondary Officer
Chloe Fielding	SAF Tertiary Officer

In Attendance

Iain Cupples Student Advocate (Education)/HR Manager

Absent

Amy Gallacher Association Director of Education

1. Adoption of the Agenda

The agenda was adopted without dissent.

2. Apologies for absence

- Tom Groves - Director of Events and Services

3. Adoption of Minutes from the Previous Meetings

None

4. Unfinished General Business

None

5. New General Business

- Maitreyi Tusharika (MT) welcomes the committee to the first executive meeting. MT says the first thing to be discussed are the John Honey Award nominations which will be done *in camera* so the discussion will not be recorded. MT asks if there are any objections to this. There are no objections.
- MT says that since Ananya Jain (AJ) was nominated for the award, AJ must leave the call for the duration of the discussion, but AJ will be called back in when discussing motions. AJ leaves the call.

6. John Honey Award Nomination Discussion

- Not recorded. (*in camera*)

7. Motion to update the Lifelong and Flexible Learners subcommittee structure and constitution.

- Sophie Tyler (ST) proposes motion to move to debate, Amy Feakes (AF) seconds. MT asks if anyone has any points to bring up. ST motions to move to vote, Emma Walsh (EW) seconds. MT tries to put poll in chat and says that she will take a few minutes. Meanwhile, AF asks if EW can send through files for John Honey awards. EW says that tomorrow they will film themselves recording the nominations and awards,

explaining what each person did and what the award is and then will send through to the Executive Committee.

- b. MT, having technical difficulties with the form, asks about various online forms. GS suggests a motion to drop the standing orders to pass the motion at hand, to pass the motions without having to do proper votes if people are okay with that.
- c. GS proposes motion to suspend the standing orders. ST seconds. Standing orders were suspended.
- d. MT asks if anyone has objections to the motion at hand, none, unanimously passed. Sandra Mitchell's (SM) motion passed.

8. Motion to update the committee structure and constitution of the BAME student's network.

- a. AJ introduces their motion, saying there are three changes that they are seeking to make to the BAME subcommittee. The changes have been voted on and approved by the subcommittee. The first change is regarding postgraduate representation (their postgrad rep says it would be beneficial to have both a PGR and PGT representative to cover different issues). The second point is to move their education officer to become a member of the BAME subcommittee's executive committee member as their role has been instrumental and they think having them on executive would be beneficial. The third point is to replace the photography coordinator with a visual content creator to create digital content with graphics to have someone else besides marketing officer.
 - b. MT asks if there are questions. Sarah Johnston (SJ) says rewording postgraduate teaching to postgraduate taught to alleviate confusion between PhD students. AJ says they are happy to change that, the wording was just from the current postgrad rep so will change it if the acronym is incorrect.
 - c. MT asks for objections to the amendment. There are none. ST proposes motion to move to vote and Dan Marshall (DM) seconds this.
 - d. AJ's Motion is unanimously passed.
9. AF quickly brings up the Helping Hands Award and the request to change the name. AF suggests a 'Gives Back award'. DM thinks it would be good to change the name; EW says they like the name 'giving back'.

10. Motion to update the environmental subcommittee structure and constitution.

- a. MT tries to call in Bhavya Palugudi, the environment officer, to discuss the motion they have brought to the executive committee. They do not answer the call from MT to join the meeting. MT says the motion can still be voted upon if there are no questions or objections.
- b. MT asks if there are questions or objections to this motion. There are none.
- c. ST proposes a motion to move straight to voting. DM seconds this.
- d. There are no objections to this motion and the motion is unanimously passed.

11. AOCB

- a. MT asks if anyone has anything else to bring up. MT says there is a meeting scheduled for 20 April at 5:00pm, reminds them to share HLM post.

12. Meeting adjourned.

Contents of Papers:

1. John Honey Nominations
2. E21-02 Motion to update the Lifelong and Flexible Learners subcommittee structure and constitution.
3. E21-03 Motion to update the committee structure and roles in the BAME Students' Network constitution
4. E21-04 Motion to update the Environment Subcommittee structure and constitution

John Honey Nominations

Statements shall be sent to the executive committee via an email from the Director of Wellbeing.

E21-02 Motion to update the Lifelong and Flexible Learners subcommittee structure and constitution.

Owner: Sandra Mitchell, Lifelong and Flexible Learners Officer

In effect from: Immediately

Review date: April 2022

It is noted that:

1. The current structure does not set out the roles and what those roles consist of.
2. The constitution as it stands now does not reflect the cohort of students that Lifelong and Flexible Learners have been supporting since its inception.
3. The constitution as it stands does not explain clearly what Lifelong and Flexible Learners do and what their aims and objectives are.
4. The current constitution does not include the use of digital platforms such as Microsoft Teams, social media or Zoom for meetings and the advertising of meetings.

It is believed that:

1. Clearly defining the roles and responsibilities will allow for greater engagement, smoother running of the subcommittee and allow goals to be carried out effectively.
2. Clearly defining who we represent will allow for greater engagement within the Lifelong Learning community and provide the support to allow further inclusion within the wider student community.
3. Clearly defining our aims and objectives will improve engagement between Lifelong Learners, the subcommittee, the wider student community, and the Association.
4. Continuing the use of online or dual delivery for events and meetings will allow students who commute or have caring responsibilities to continue to be involved when previously they may have been limited. The advertising of events and meetings across these platforms will also allow for greater reach.

It is resolved to:

1. Create new positions on the subcommittee which will allow for smoother running and allow more students to be involved if they so wish.
2. To update Chapter 10 of the Association Subcommittee Constitutions to remove the current Lifelong and Flexible Learners Constitution (Appendix A) and replace it with the proposed Lifelong and Flexible Learners Constitution (Appendix B)

Proposer

Sandra Mitchell, Lifelong and Flexible Learners Officer

Seconder

Ananya Jain, BAME Officer

Gavin Sandford, Director of Student Development and Activities

Amy Feakes, Charities Officer

Appendices

Appendix A

Chapter Ten: Lifelong and Flexible Learners Subcommittee

1. Aims

- 1.1. Have responsibility for areas concerning lifelong and flexible learners.
- 1.2. 'Lifelong Learner' is defined as anybody aged 21 or above at the start of their undergraduate academic journey, or who has joined the University through a non-traditional route.
- 1.3. Promote inclusivity of mature students, and be a social hub to allow mature students a platform where they can enter the University atmosphere and engage with the Association.
- 1.4. Oversee and communicate concerns raised by lifelong learners to the Association and University where appropriate.
- 1.5. Inform the SRC of policy affecting lifelong learners.

2. Membership

- 2.1. SRC Lifelong and Flexible Learners Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association
- 2.2. Secretary
- 2.3. Treasurer
- 2.4. DoWell (line manager)

3. Appointment

- 3.1. The Lifelong and Flexible Learners Officer shall be appointed through the Association elections.
- 3.2. The following positions shall be appointed through an interview process:
 - 3.2.1. Treasurer
 - 3.2.2. Secretary
- 3.3. The interview panel shall consist of the incoming and outgoing Lifelong and Flexible Learners Officer, and the DoWell
- 3.4. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

- 4.1. All meetings shall operate as outlined in the Laws of the Association.
- 4.2. Committee meetings shall be monthly during the academic year, and at other times if necessary.
- 4.3. All meetings shall be publicised in the commuter's room at the beginning of semester, and shall be open to all mature students.

Appendix B

Chapter Ten: Lifelong and Flexible Learners Subcommittee

1. Aims

- 1.1. Have responsibility for areas concerning Lifelong and Flexible Learners.
- 1.2. 'Lifelong Learner' is defined as a mature student over the age of 21 at the start of their academic journey, part-time students, students who commute, students with caring responsibilities (children or other), students on the evening degree programme, distance learning students, students returning from a break in education and students who have entered through other non-traditional routes such as Scottish Wider Access Programme (SWAP).
- 1.3. Promote the inclusivity of Lifelong Learning students within the wider student body and traditions. To be a social hub and point of contact to enable greater

engagement with the University and the Association and to promote personal development through seminars and workshops.

1.4. Oversee and communicate concerns raised by lifelong learners to the Association and University where appropriate.

1.5. Inform the SRC of policy affecting lifelong learners.

2. Membership

2.1 SRC Lifelong and Flexible Learners Officer (Convenor and Chair)

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

2.2 Secretary

2.2.1 Responsible for taking minutes and managing the general admin for the subcommittee.

2.3 Treasurer

2.3.1 Keeps track of the budget and spending

2.3.2 Communicated with the Cash Office and the Sabbatical Line Managers regarding expenditure

2.4 DoWell (line manager)

2.5 Wellbeing Officer

2.5.1 Responsible for managing Wellbeing issues particular to Lifelong Learning students including, but not limited to, students with children or other caring responsibilities.

2.6 Representative for Commuting Students

2.6.1 Works with Townsend Society to raise awareness of any issues that that commuting students may come forward with, may also sit on Townsend committee.

2.6.2 Work in conjunction with Lifelong and Flexible Learners Officer to seek resolution with the assistance of the Association for any issues that may arise.

2.7 Representative for Part-Time and Evening Students

2.7.1 To liaise with part-time and evening students and ensure they are represented and kept informed of relevant events.

2.8 Representative for Postgraduate Students

2.8.1 To ensure Postgraduate students from a non-traditional background or Mature Students who have taken a break from education have the opportunity to be included and represented.

2.9 Member for Events

2.9.1 Shall coordinate the organisation of social, personal development, and educational events as well as the promotion of them via email, Microsoft Teams, and social media.

2.10 Member without Portfolio

2.10.1 Tasked with helping other members of the committee with their responsibilities where required.

3. Appointment

3.1. The Lifelong and Flexible Learners Officer shall be appointed through the Association elections.

3.2. The following positions shall be appointed through an interview process:

3.2.1. Treasurer

3.2.2. Secretary

3.3. The interview panel shall consist of the Lifelong and Flexible Learners Officer, and the DoWell/DoWell-elect.

3.4. All appointment-related matters, including interviews, elections, and co-options,

shall run as outlined in the Laws of the Association.

4. Meetings

4.1. All meetings shall operate as outlined in the Laws of the Association.

4.2. Committee meetings shall convene in some format (online, in person, or in a dual format) at least monthly during the academic year.

4.3. All meetings shall be advertised at the beginning of and regularly throughout each semester through social media, official Association channels, Microsoft Teams, and the commuter room. All meetings shall be open to all students.

5. Finances

5.1. Expenditure is subject the Association Financial Cascade Policy whereby Sabbatical Officers/Staff must sign off before money is spent.

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

Secunder

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
 - 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. Multicultural Week Coordinator
 - 3.2.1.7. Societies Coordinator
 - 3.2.1.8. Design Officer
 - 3.2.1.9. **Visual Content Creator**
 - 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 **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.

E21-04 Motion to update the Environment Subcommittee structure and constitution

Owner: Bhavya Palugudi, Environment Officer

In effect from: Immediately

Review date: April 2022

It is noted that:

1. The current subcommittee structure consists of 13 members excluding the Environment Officer and the President
2. Every member works to resolve sustainability related issues in the university, with each member working on different types of issues
3. In the year 2020/21, the Environmental Justice aspect has been in the remit of the Member Without Portfolio with other members helping the cause. However, there is no specific role for Environmental Justice
4. Tackling Environmental Justice (EJ) is a priority for this year's subcommittee.
5. There exists an overlap in the responsibilities of certain positions on the current subcommittee structure.

It is believed that:

1. Adding a position within the subcommittee for purely addressing environmental injustice will re-direct the subcommittee's focus towards EJ
2. The proposed Member for Environmental Justice will also guide other members on working towards achieving EJ
3. There is an overlap between the roles of Assistant to Officer and the Secretary. Therefore, the role of Assistant to Officer can be removed without adding additional pressure on the Environment Officer or the Secretary.
4. The Community and Staff Liaison and the Student and Society Liaison also have shared responsibilities that allow for the two positions to be merged into one role – Community, Staff and Society liaison
5. The Design and Marketing Officer and the Social Media and Marketing Officer have similar and shared responsibilities that allow for the two positions to be merged into one role – Publicity officer
6. The Sustainable Lifestyle representative works on decreasing the disconnect between the environment and students. Their responsibilities indirectly play a role in student wellbeing, therefore changing their role to Wellbeing and Lifestyle Representative allows for explicitly stating under their duties that they contribute towards increasing student wellbeing.

It is resolved to:

1. Remove the role of Assistant to Officer
2. Replace the positions of Community and Staff Liaison and Student and Society Liaison with Community, Staff and Society liaison officer
3. Replace the positions of Design and Marketing Officer and Social Media and Marketing Officer with a Publicity Officer
4. Add a Member for Environmental Justice
5. To update Chapter 7 of the Association Subcommittee Constitutions to remove the current Environment Subcommittee Constitution (Appendix A) and replace it with the proposed Environment Subcommittee Constitution (Appendix B)

Proposer

Bhavya Palugudi - Environment Officer

Seconder

Sandra Mitchell - Lifelong and Flexible Learners Officer
Maja Lewis - Volunteering Officer (SVS)
Jane Yarnell - Disabilities Officer

Appendices

Appendix A

Chapter Seven: Environment Subcommittee

1. Aims

- 1.1. Formulate and ensure the execution of Association policy on the environment.
- 1.2. Inform the SRC of University environment policy.

2. Membership

- 2.1. SRC Environment Officer (Convenor and Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
- 2.3. Association President (line manager)

Appendix B

Chapter Seven: Environment Subcommittee

1. Aims

- 1.1. Formulate and ensure the execution of Association policy on the environment.
- 1.2. Inform the SRC of University environment policy.
- 1.3 Work on environmental and sustainability issues, with a special focus on issues related to environmental justice
- 1.4 Liaise with other subcommittees on activities to improve awareness on intersectional environmentalism
- 1.5 Improve students' engagement with the environment through non-traditional means
- 1.6 Link between University administration to coordinate action on sustainability issues and serve as a link between the University and the student population
- 1.7 Regularly publish the Unearth Magazine

2. Membership

- 2.1 SRC Environment Officer (Convenor and Chair)
 - 2.1.1 Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Secretary
 - 2.2.1 Minutes taking – publishing these online within 3 days after meetings
 - 2.2.2 Managing subcommittee budgets, monitoring mail account, booking spaces etc.
 - 2.2.3 Send out weekly emails to mailing list
- 2.3. Environmental Justice Representative
 - 2.3.1 Will work to ensure that many environment subcommittee events are focused on environmental justice and will with the rest of the team to raise awareness on this front
 - 2.3.2 Collaborate with the Third Generation Project and the Rector's Committee and other relevant societies (DSN, Saints LGBT+, BAME subcommittee etc.) to hold events on environmental justice
- 2.4 Wellbeing and Lifestyle Representative
 - 2.4.1 Come up with initiatives and events, in collaboration with other societies to promote nature connection and exploration, through various creative means.
 - 2.4.2 Create events to explore making environmentalism more accessible to various groups of students
 - 2.4.3 Highlights work from and collaborate with activists who are excluded from mainstream environmentalism to show sustainable lifestyles for people who face barriers accessing it.
 - 2.4.4 Work with Environment Officer to make sure that the Subcommittee and its events are inclusive and accessible
 - 2.4.5 Setting up and promoting various citizen science projects
- 2.5 UnEarth Editor-in-Chief
 - 2.5.1 Being the creative mind behind putting the Environment Subcommittee magazine together
 - 2.5.2 Recruit and line manage a team of editors, writers and artists for the magazine
 - 2.5.3 Come up with monthly editions of UnEarth Magazine and plan the vision for each

2.6 Community, staff and societies liaison officer

- 2.6.1 Liaise with local environmental groups within the town
- 2.6.2 Create forums for collaborations with Schools, Staff and local initiatives
- 2.6.3 Liaise with different schools and promote sustainability in the curriculum
- 2.6.4 Liaise with St Andrews Societies, especially sports societies to set up environmental events and promote sustainability for each society
- 2.6.5 Set up a list of contacts for all societies wanting to engage and collaborate for sustainability initiatives in St Andrews
- 2.6.6 Setting up and promoting various citizen science projects

2.7 Volunteer and Campaign Coordinator

- 2.7.1 Coordinating volunteers that want to help and get involved in the Environment Subcommittee
- 2.7.2 Working with the Student Volunteer Services (SVS) Officer on volunteer opportunities related to sustainability
- 2.7.3 Promoting and supporting local St Andrews environmental campaigns
- 2.7.4 Setting up and promoting various citizen science projects

2.8 Events Coordinator

- 2.8.1 In charge of running Green Week
- 2.8.2 Creating a vision for events and themes to focus on in the year
- 2.8.3 Coordinating and creating collaborations with other environmental societies for events

2.9 Accommodation Representative

- 2.9.1 Working with the SRC Accommodation Officer
- 2.9.2 Liaising with the Environment Team's Sustainability Intern to train and chair
- 2.9.3 Recruit, train and chair frequent meetings with the Environment Hall Representatives
- 2.9.4 Making all students in University accommodation are aware of how to be environmentally-friendly – helping the representatives implement initiatives

2.10 Publicity Officer

- 2.10.1 In charge of Environment Subcommittee social media platforms such as the Facebook and Instagram accounts
- 2.10.2 Work with all members of the subcommittee to promote their initiatives and ideas
- 2.10.3 Publicizing events and initiatives of the Subcommittee and other environmental societies in St Andrews

2.11. Association President (line manager)