



Papers for Executive Committee Meeting

Wednesday 2nd June 2021
17 00 - MS Teams

Present

Member's Name

Position

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

1. Adoption of the Agenda

- a. The agenda was adopted.

2. Apologies for absence

- a. Tom Groves (Director of Events and Services), Iain Cupples (Student Advocate – Education/HR Manager), Sarah Johnston (SRC Secondary Officer)
- b. Absent: Dan Marshall (Association President)

3. Statement for SRC LGBT+ Officer Carve Up.

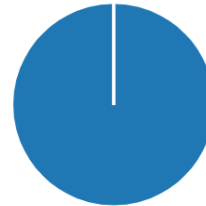
- a. Maitreyi Tusharika says there is one nomination from Michael Logue, would like to give a statement before the executive committee.
- b. Michael enters the meeting; MT says ML has two minutes to speak.
- c. ML says they are very passionate, has been Wellbeing and Policy for Saints LGBT+ developed close relationship with Assoc. Chair understands role and duties, set up Wellbeing Subcommittee within LGBT+ and set up feedback system so reps able to get back to them on issues for concerns, understands how best to address those issues and concerns. Worked a lot on outreach and has a STAR Radio show for LGBT+ that ML hosts and ran for the position in March, felt that ML made it more accessible and able to be involved in Saints LGBT+. Wants to rebuild community lost this year and work on outreach for events and the STAR show and to increase involvement for advocacy and activism.
- d. MT asks if there are any questions. There are no questions. ML leaves the meeting and MT says will let ML know the outcome by email.

- e. MT asks if there are motions to debate, Amy Feakes thinks should motion straight to vote. AF motions to go straight to vote and Gavin Sandford seconds. MT explains if there are no objections, as only candidate, ML will be elected automatically. No one has objections.
- f. Michael Logue is elected as the new LGBT+ officer.

4. E21-09: A motion to reform the Entertainment Subcommittee.

- a. MT invites Ryan Delaney (RD) into the meeting.
- b. RD explains the change is to position titles, allowing Ents to suspend meetings officially (normally what happens so requests go through Convenor during exams), adding more choice to people if they want to take up a role, allows the committee just to vote on that to make it simpler if people would like to step up in a position.
- c. There are no questions and RD is asked to leave the meeting for votes.
- d. AF motions to move to vote, GS seconds the motion. MT sends the voting link amongst the Executive Committee. The executive committee votes.

● Yes	11
● No	0
● Abstain	0



- e. The motion passes.
5. MT asks if there are any questions. AF asks if SAEC meets over summer and MT says no meetings until September.
- a. Meeting adjourned.

Contents of Papers:

1. Statement for SRC LGBT+ Officer Carve Up.
2. E21-09: A motion to reform the Entertainment Subcommittee.

Statement for SRC LGBT+ Officer Carve Up

Name/Pronouns

Michael Logue (he/him)

Why do you want to be the Association LGBT+ Officer?

Before coming to St Andrews, I could never have imagined becoming comfortable with my own LGBT+ identity. Saints LGBT+ has been instrumental in this process; providing a safe environment in which to be LGBT+, hosting events allowing LGBT+ students to meet and interact as well as discussion events tackling important LGBT+ issues.

I have spent the past year on the Saints LGBT+ committee giving back to the community in my role as Wellbeing & Policy Officer. The first action I took in this role was to set up an LGBT+ Wellbeing Subcommittee to oversee our identity-specific meetup events and better meet the needs of specific LGBT+ identities in St Andrews. I encouraged this subcommittee to collect feedback from students at these events, so we were better aware of the issues facing LGBT+ students. In managing this subcommittee, I gained experience in leading a committee, and in communicating and making decisions as a committee. I ensure all decisions I make as a leader are based on input from my committee, which is essential in the role of Association LGBT+ Officer. I have also become particularly familiar with the issues and concerns of LGBT+ students in St Andrews.

I also had to take on the role of Saints LGBT+ Wellbeing Events Coordinator this year, meaning I was responsible for all wellbeing-oriented events. This included organising and scheduling all identity-specific meetups, as well as hosting many other events in collaboration with other societies e.g., for LGBT+ STEM Week, Amnesty, Wellbeing Subcommittee, Students for Global Health. So, I have already acted as a representative for Saints LGBT+ to many other societies and groups in St Andrews.

Working with the Association LGBT+ Officer, I setup and co-hosted the LGBTea+ STAR show this year, which provided Saints LGBT+ with a fantastic opportunity to reach out to students during the pandemic.

In my role I developed a close working relationship with the Association LGBT+ Officer, becoming familiar with the duties and responsibilities of the role. For this reason, I initially ran for election for this role in March. Some of the ideas I would love to implement as

Association LGBT+ Officer include a regular Union LGBT+ night, a programme of “Welcome to Saints LGBT+” events for Freshers, a series of academic-style LGBT+ panel discussion events, LGBT+ halls groups, continuing the Saints LGBTea+ STAR show, expanding the role of the Saints LGBT+ Wellbeing Subcommittee, surveying students to raise awareness of global LGBT+ issues and organising an LGBT+ advocacy and activism skills workshop. Overall, I want to retain a strong sense of community for LGBT+ students in St Andrews, reach out to those students who have not yet been involved and act on the concerns of LGBT+ students.

My passion for these issues extends beyond St Andrews and I also advocate on LGBT+ issues in Northern Ireland, specifically the issue of conversion therapy.

Given my work as Wellbeing and Policy Officer, my previous campaign, and my vision for the future of Saints LGBT+, I believe I have the experience, passion, and dedication to succeed as Association LGBT+ Officer.

What other commitments do you have next year?

Secretary for the Irish Society.

E21-09: A motion to reform the Entertainments Subcommittee.

Owner: Ryan Delaney
In Effect from: Immediately
Review Date: May 2022

It is noted that:

1. The current names of the committee members are inconsistent with each other and introduce confusion.
2. The current mandate to have weekly meetings is too restrictive and does not account for standard changes during the year.
3. The current collapse system forces work on members when there should be more flexibility as not to overwhelm members.

It is believed that:

1. The following changes will make the committee structure more even and easier to understand.
2. The change to required meetings will make the committee more flexible and match the current functioning.
3. Changing the collapse system will produce a better committee driven by choice.

It is resolved to:

1. Amend Chapter 17 (SAF Entertainments Committee) of the Subcommittee Constitutions from the content in Appendix A to the content in Appendix B.

Proposed

Ryan Delaney, SAF Entertainments Officer

Seconded

Gavin Sandford, Director of Student Development and Activities

Chloe Fielding, SAF Principal Ambassador

Bhavya Palugudi, SRC Environment Officer

SAF Entertainment Subcommittee (Ents)

Appendix A

Chapter 17: Entertainments Subcommittee (Ents)

2. Committee

2.1. SAF Entertainments Convenor (Chair)

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

2.2. Deputy Head

2.2.1. Act as the second-in-command of Ents, working closely with the Entertainments Convenor and Secretary.

2.2.2. Assume all responsibilities of the Entertainments Convenor in their absence.

2.2.3. In the event of a welfare issue regarding the Entertainments Convenor, take their place on the welfare panel.

2.3. Secretary

2.3.1. Keep accurate minutes of committee, crew, and user group meetings, ensuring they are shared with the committee and the Association, and available in an accessible format online.

2.3.2. Maintain a calendar of Ents events, including details such as technical requirements.

2.4. Venues and Tech Representative

2.4.1. Maintain a log of the condition of Union venues.

2.4.2. Share a weekly summary of the condition of venues with the committee.

2.4.3. Organise venue maintenance between the committee, crew, and Technical Supervisor, to keep venues in good working order.

2.4.4. Maintain a record of common details about Union venues, and act as the primary point of contact for questions regarding venue details.

2.5. Training Representative

2.5.1. Deliver in-person training to members of the committee and crew, including a weekly training session, or manage the delegation of this responsibility.

2.5.2. Work with the Marketing and Engagement Officer to promote the weekly training sessions.

2.5.3. Liaise with relevant Association staff to manage the online training required of members and maintain a record of its completion.

2.5.4. Maintain a record of training for all active members, and act as the primary point of contact on determining the competency of members within Union venues.

2.6. Social and Welfare Officer

2.6.1. Organise social events for both the committee and crew.

2.6.2. Act as the primary point of contact for any member with a welfare or wellbeing issue.

2.7. DJ and Acts Coordinator

2.7.1. Organise regular DJ training sessions, which shall be freely available to all Ordinary Members of the Association.

2.7.2. Maintain a record of active DJs, both student and local, and work with the DoES to organise and book acts for Union events.

2.8. Marketing and Engagement Officer

2.8.1. Maintain the public presence of Ents through managing mailing lists, and social media such as Instagram and Facebook.

2.8.2. Actively attempt to recruit new crew members.

2.8.3. Create promotional material for Ents, organising photography and videography as required.

2.9. DoES (line manager)

2.10. Union Building Manager (non-voting)

- 2.11. Union Deputy Building Manager (non-voting)
- 2.12. Union Technical Supervisor (non-voting)
- 2.13. Mermaids Technical Officer (non-voting)
- 5. **Meetings**
 - 5.1. All meetings shall operate as outlined in the Laws of the Association.
 - 5.2. Committee meetings shall be weekly during the academic year, and at other times as required.
 - 5.2.1. The quorum shall be two thirds of the voting committee, which shall only be required for decision-making processes.
 - 5.2.2. A simple majority shall be sufficient to constitute a decision.
 - 5.3. Crew meetings shall be weekly during the academic year, and at other times as required.
- 7. **Collapse**
 - 7.1. In the event that the committee has an insufficient number of members, it shall collapse in the following ways:
 - 7.1.1. The Deputy Head shall take on the responsibilities of the Social and Welfare Officer.
 - 7.1.2. The Secretary shall take on the responsibilities of the Marketing and Engagement Officer.
 - 7.1.3. The Venues and Tech Representative shall take on the responsibilities of the Training Representative.

Appendix B

Chapter 17: Entertainments Subcommittee (Ents)

2. Committee

- 2.1. SAF Entertainments Convenor (Chair)
 - 2.1.1. Fulfil the responsibilities as defined in the Laws of the Association.
- 2.2. Deputy Head
 - 2.2.1. Act as the second-in-command of Ents, working closely with the Entertainments Convenor and Secretary.
 - 2.2.2. Assume all responsibilities of the Entertainments Convenor in their absence.
 - 2.2.3. In the event of a welfare issue regarding the Entertainments Convenor, take their place on the welfare panel.
- 2.3. Secretary
 - 2.3.1. Keep accurate minutes of committee, crew, and user group meetings, ensuring they are shared with the committee and the Association, and available in an accessible format online.
 - 2.3.2. Maintain a calendar of Ents events, including details such as technical requirements.
- 2.4. **Venues and Tech Officer**
 - 2.4.1. Maintain a log of the condition of Union venues.
 - 2.4.2. Share a weekly summary of the condition of venues with the committee.
 - 2.4.3. Organise venue maintenance between the committee, crew, and Technical Supervisor, to keep venues in good working order.
 - 2.4.4. Maintain a record of common details about Union venues, and act as the primary point of contact for questions regarding venue details.
- 2.5. **Training Officer**
 - 2.5.1. Deliver in-person training to members of the committee and crew, including a weekly training session, or manage the delegation of this responsibility.
 - 2.5.2. Work with the Marketing and Engagement Officer to promote the weekly training sessions.
 - 2.5.3. Liaise with relevant Association staff to manage the online training required of members and maintain a record of its completion.

- 2.5.4. Maintain a record of training for all active members, and act as the primary point of contact on determining the competency of members within Union venues.
- 2.6. Social and Welfare Officer
 - 2.6.1. Organise social events for both the committee and crew.
 - 2.6.2. Act as the primary point of contact for any member with a welfare or wellbeing issue.
- 2.7. DJ and Acts Coordinator
 - 2.7.1. Organise regular DJ training sessions, which shall be freely available to all Ordinary Members of the Association.
 - 2.7.2. Maintain a record of active DJs, both student and local, and work with the DoES to organise and book acts for Union events.
- 2.8. Marketing and Engagement Officer
 - 2.8.1. Maintain the public presence of Ents through managing mailing lists, and social media such as Instagram and Facebook.
 - 2.8.2. Actively attempt to recruit new crew members.
 - 2.8.3. Create promotional material for Ents, organising photography and videography as required.
- 2.9. DoES (line manager)
- 2.10. Union Building Manager (non-voting)
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- 5. **Meetings**
 - 5.1. All meetings shall operate as outlined in the Laws of the Association.
 - 5.2. Committee meetings shall be weekly during the academic year, and at other times as required.
 - 5.2.1. The quorum shall be two thirds of the voting committee, which shall only be required for decision-making processes.
 - 5.2.2. A simple majority shall be sufficient to constitute a decision.
 - 5.2.3. Meetings can be suspended and resumed by a majority vote of committee at any time.
 - 5.3. Crew meetings shall be weekly during the academic year, and at other times as required.
 - 5.3.1. Meetings can be suspended and resumed by a majority vote of committee at any time.
- 7. **Collapse**
 - 7.1. In the event that the committee has an insufficient number of members, it shall collapse in **one of** the following ways:
 - 7.1.1. **Choice**
 - 7.1.1.1. Any member can accept the role of a missing position by raising a vote with committee and receiving a majority in support.
 - 7.1.2. **Automatic**
 - 7.1.2.1. The Deputy Head shall take on the responsibilities of the Social and Welfare Officer.
 - 7.1.2.2. The Secretary shall take on the responsibilities of the Marketing and Engagement Officer.
 - 7.1.2.3. The **Venues and Tech Officer** shall take on the responsibilities of the **Training Officer**.