

**Motion to create a Welfare Committee**

This Union Notes:

* That there is no committee to design and run important welfare campaigns, this falls solely to the Co-President Welfare & Diversity.
* That in order for campaigns to be successful, they need student ideas and buy in.
* That other Students’ Unions have very successful Welfare Committees, such as Sheffield SU, UWESU and Queen’s SU.
* Welfare Campaigns need support, such as the Housing Fair and Puppy Therapy

This Union Believes:

* That a Welfare Committee should be made to compliment the Inclusion & Representation Council.
* The Welfare Committee shall run campaigns and put on events, but it shall not be used as a forum to hold elected positions to account. The accountability will remain in the Inclusion & Representation Council, similar to the way that Student Activities Committee and Council function now.
* The committee will work on Sexual Health Campaigns, Mental Health Campaigns, Stressbusters and Housing Campaigns. Any new campaigns will also be worked on.

This Union Resolves:

* The Welfare Committee will be made of several elected positions, but anyone will be able to attend. The meeting will happen weekly during term time.
* To update Regulation D: Governing Committees and Forums accordingly.
* To elect the positions before the end of Third Term.
* Although not mandated to attend, the Postgraduate Officer, International Students’ Officer, Student Parents & Carers Rep, Mature & Part Time Rep and Interfaith Rep are invited to attend and the minutes shall be shared with them. This is the same for the President Education & Campaigns and the Campaigns Officer.

This Union Mandates:

* The President Education & Campaigns and Co-President Welfare & Diversity to update the constitution accordingly
* The Co-President Welfare & Diversity to review the Welfare Committee after one year, and in particular look at:
* Should the committee work on history months too?
* Should this committee be consulted for accessibility?
* Should this include Liberation Workshops?
* Review the roles and functions of the committee

**Proposed by:** Jack Kilker (Co-President Welfare & Diversity Elect)

**Seconded by:** Sidonie Bertrand-Shelton (Co-President Welfare & Diversity)

Proposal:

Welfare Committee

**Chair** Elected at first meeting

**Members** Co-President Welfare & Diversity

1 Welfare Committee Secretary

Women & Marginalised Genders Officer

Disabled Students’ Officer

Black & Minority Ethnicities Officer

LGBT+ Officer

1 Course Rep Liaison

1 Societies Liaison

1 Sports Liaison

3 Campaigns & Events Coordinators

2 Designs Coordinators

**In attendance** President Education & Campaigns

Campaigns Officer

International Students’ Officer

Postgraduate Officer

RAG Chair & Vice Chair or Nominee

Mature & Part Time Students’ Representative

Student Parents & Carers Representative

Interfaith Representative

**Frequency of Meetings** Once a week during term time

**Quorum** 50% of voting members including one Executive Officer

**Purpose**

**-** Shall be responsible for running Welfare Campaigns, including but not limited to: Sexual Health, Mental Health, Stressbusters and Housing, with the Co-President Welfare & Diversity.

- Shall promote the support services available and sign post accordingly

**Terms of Reference**

1. Shall provide general assistance to the Co-President Welfare & Diversity in the following areas:
   1. Ensuring Students’ Union Welfare Campaigns and Events are well advertised
   2. Assisting with the organisation and coordination Welfare events such as the Housing Fair, Puppy Therapy, Speed Housemating etc
   3. Assisting the organisation and coordination of campaigns around Mental Health, Sexual Health, Stressbusters and Housing.
   4. Promoting the use of the Advice Centre.
   5. Shall have Office Hours (2 a week) to help out with the above.

**Reports to** Inclusion & Representation Council

**Committees reporting to this committee**  None

**Students’ Union Royal Holloway University of London**

**Welfare Committee Role Description**

Elected Post:Welfare Committee Secretary

Responsible to: Co-President Welfare & Diversity

Purpose of the post:

Working as an effective member of the Welfare Committee, the post holder will:

* Arrange and facilitate the Welfare Committee meetings, taking minutes to circulate each week
* Facilitate Welfare Committee events and campaigns
* Promote the Welfare and Support Services available to students to encourage students to seek help and advice sooner rather than later
* Promote the interests of Welfare Campaigns at General Meetings

Specific duties and responsibilities:

1. Hold regular office hours (2 per week).
2. Shall help the Advice Centre for one of those two hours a week.
3. Assist with set up, breakdown and running of Welfare Committee events and fayres, such as the Housing Fayre.
4. Assist with Welfare Committee campaigns, including (but not limited to) Mental Health Awareness Week, Sexual Health Advice & Guidance (SHAG) Week, Housing events, and Stressbusters.
5. Assist the Co-President Welfare & Diversity by booking the Welfare Committee meetings, distributing the agenda, taking minutes and distributing action points. Follow up on the action points agreed.
6. Promote the role when elections begin again.

*Teamwork*

* Take responsibility for own actions, behaviour and their effect on others.
* Recognise when colleagues need assistance and offer practical support.
* Respects and supports equality & diversity within the team, reporting actions which undermine this.
* Listen to others, ensure understanding and respond appropriately. Be open and receptive to new information.

*Personal Development*

* With the help of others, review own work against the requirements for role and identifies any development areas.
* Identifies with reviewer additional development areas which will provide support to the team.

*Quality*

* Comply with all regulatory and SURHUL policies and procedures relevant to the performance of own role.
* Identify problems as they arise, resolving them where possible and appropriate, and reporting them as necessary.

*Student Focus*

* Communicate calmly, politely and tactfully to students under all circumstances.
* Treat everyone with dignity and respect, ensuring confidentiality is maintained unless someone is at risk to themselves or others, in line with our confidentiality policy.
* Will not take on casework, but will signpost to appropriate services.
* Take responsibility for queries raised; ensuring their resolution either directly or through others.
* Recognise issues which may interfere with student satisfaction, take action to rectify where appropriate and alerting others where necessary.

*The role description is current at May, 2015 and should be reviewed annually. It outlines the main duties of the position and is designed for the benefit of both the elected post holder and SURHUL in understanding the prime functions of the post. It should not be regarded as an exclusive or exhaustive statement of an individual’s constitutional duties and responsibilities. In particular, given the nature of the post, the departments and activities for which the post-holder is responsible, it will vary from time to time as directed by the Co-President Welfare & Diversity in accordance with the needs of the organisation. The right is reserved to vary the duties and responsibilities after consultation with you.*

Signed by Elected Welfare Committee Secretary

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Signed by Co-President Welfare & Diversity

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**Students’ Union Royal Holloway University of London**

**Welfare Committee Role Description**

Elected Post:Course Rep Liaison

Responsible to: Co-President Welfare & Diversity

Purpose of the post:

Working as an effective member of the Welfare Committee, the post holder will:

* Facilitate Welfare Committee events and campaigns
* Work with the Welfare Committee and Course Reps to promote Welfare Campaigns with both Academic Staff and Students (such as the welfare guide)
* Promote the Welfare and Support Services available to students to encourage students to seek help and advice sooner rather than later
* Promote the interests of Welfare Campaigns at General Meetings

Specific duties and responsibilities:

1. Hold regular office hours (2 per week).
2. Shall help the Advice Centre for one of those two hours a week.
3. Assist with set up, breakdown and running of Welfare Committee events and fayres, such as the Housing Fayre.
4. Assist with Welfare Committee campaigns, including (but not limited to) Mental Health Awareness Week, Sexual Health Advice & Guidance (SHAG) Week, Housing events, and Stressbusters.
5. Act as the main liaison between the course reps, Welfare Committee and Academic Affairs Officer
6. Promote the role when elections begin again.

*Teamwork*

* Take responsibility for own actions, behaviour and their effect on others.
* Recognise when colleagues need assistance and offer practical support.
* Respects and supports equality & diversity within the team, reporting actions which undermine this.
* Listen to others, ensure understanding and respond appropriately. Be open and receptive to new information.

*Personal Development*

* With the help of others, review own work against the requirements for role and identifies any development areas.
* Identifies with reviewer additional development areas which will provide support to the team.

*Quality*

* Comply with all regulatory and SURHUL policies and procedures relevant to the performance of own role.
* Identify problems as they arise, resolving them where possible and appropriate, and reporting them as necessary.

*Student Focus*

* Communicate calmly, politely and tactfully to students under all circumstances.
* Treat everyone with dignity and respect, ensuring confidentiality is maintained unless someone is at risk to themselves or others, in line with our confidentiality policy.
* Will not take on casework, but will signpost to appropriate services.
* Take responsibility for queries raised; ensuring their resolution either directly or through others.
* Recognise issues which may interfere with student satisfaction, take action to rectify where appropriate and alerting others where necessary.

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**Students’ Union Royal Holloway University of London**

**Welfare Committee Role Description**

Elected Post:Societies Liaison

Responsible to: Co-President Welfare & Diversity

Purpose of the post:

Working as an effective member of the Welfare Committee, the post holder will:

* Facilitate Welfare Committee events and campaigns
* Work with the Welfare Committee and Societies to promote Welfare Campaigns
* Promote the Welfare and Support Services available to students to encourage students to seek help and advice sooner rather than later
* Promote the interests of Welfare Campaigns at General Meetings

Specific duties and responsibilities:

1. Hold regular office hours (2 per week).
2. Shall help the Advice Centre for one of those two hours a week.
3. Assist with set up, breakdown and running of Welfare Committee events and fayres, such as the Housing Fayre.
4. Assist with Welfare Committee campaigns, including (but not limited to) Mental Health Awareness Week, Sexual Health Advice & Guidance (SHAG) Week, Housing events, and Stressbusters.
5. Act as the main liaison between the Welfare Committee and Societies. Shall communicate projects and secure buy in from both sides. Liaise with the Societies Officer.
6. Promote the role when elections begin again.

*Teamwork*

* Take responsibility for own actions, behaviour and their effect on others.
* Recognise when colleagues need assistance and offer practical support.
* Respects and supports equality & diversity within the team, reporting actions which undermine this.
* Listen to others, ensure understanding and respond appropriately. Be open and receptive to new information.

*Personal Development*

* With the help of others, review own work against the requirements for role and identifies any development areas.
* Identifies with reviewer additional development areas which will provide support to the team.

*Quality*

* Comply with all regulatory and SURHUL policies and procedures relevant to the performance of own role.
* Identify problems as they arise, resolving them where possible and appropriate, and reporting them as necessary.

*Student Focus*

* Communicate calmly, politely and tactfully to students under all circumstances.
* Treat everyone with dignity and respect, ensuring confidentiality is maintained unless someone is at risk to themselves or others, in line with our confidentiality policy.
* Will not take on casework, but will signpost to appropriate services.
* Take responsibility for queries raised; ensuring their resolution either directly or through others.
* Recognise issues which may interfere with student satisfaction, take action to rectify where appropriate and alerting others where necessary.

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**Students’ Union Royal Holloway University of London**

**Welfare Committee Role Description**

Elected Post:Sports Liaison

Responsible to: Co-President Welfare & Diversity

Purpose of the post:

Working as an effective member of the Welfare Committee, the post holder will:

* Facilitate Welfare Committee events and campaigns
* Work with the Welfare Committee and Sports Clubs to promote Welfare Campaigns
* Promote the Welfare and Support Services available to students to encourage students to seek help and advice sooner rather than later
* Promote the interests of Welfare Campaigns at General Meetings

Specific duties and responsibilities:

1. Hold regular office hours (2 per week).
2. Shall help the Advice Centre for one of those two hours a week.
3. Assist with set up, breakdown and running of Welfare Committee events and fayres, such as the Housing Fayre.
4. Assist with Welfare Committee campaigns, including (but not limited to) Mental Health Awareness Week, Sexual Health Advice & Guidance (SHAG) Week, Housing events, and Stressbusters.
5. Act as the main liaison between the Welfare Committee and Sports Clubs. Shall communicate projects and secure buy in from both sides. Liaise with the Sports Officer.
6. Promote the role when elections begin again.

*Teamwork*

* Take responsibility for own actions, behaviour and their effect on others.
* Recognise when colleagues need assistance and offer practical support.
* Respects and supports equality & diversity within the team, reporting actions which undermine this.
* Listen to others, ensure understanding and respond appropriately. Be open and receptive to new information.

*Personal Development*

* With the help of others, review own work against the requirements for role and identifies any development areas.
* Identifies with reviewer additional development areas which will provide support to the team.

*Quality*

* Comply with all regulatory and SURHUL policies and procedures relevant to the performance of own role.
* Identify problems as they arise, resolving them where possible and appropriate, and reporting them as necessary.

*Student Focus*

* Communicate calmly, politely and tactfully to students under all circumstances.
* Treat everyone with dignity and respect, ensuring confidentiality is maintained unless someone is at risk to themselves or others, in line with our confidentiality policy.
* Will not take on casework, but will signpost to appropriate services.
* Take responsibility for queries raised; ensuring their resolution either directly or through others.
* Recognise issues which may interfere with student satisfaction, take action to rectify where appropriate and alerting others where necessary.

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**Students’ Union Royal Holloway University of London**

**Welfare Committee Role Description**

Elected Post:Campaigns & Events Coordinators (3x roles)

Responsible to: Co-President Welfare & Diversity

Purpose of the post:

Working as an effective member of the Welfare Committee, the post holder will:

* Design and facilitate Welfare Committee events and campaigns
* Research the Welfare campaigns of other Students’ Unions, and forge links with other Welfare Committees nationally
* Promote the Welfare and Support Services available to students to encourage students to seek help and advice sooner rather than later
* Promote the interests of Welfare Campaigns at General Meetings

Specific duties and responsibilities:

1. Hold regular office hours (2 per week).
2. Shall help the Advice Centre for one of those two hours a week.
3. Assist with set up, breakdown and running of Welfare Committee events and fayres, such as the Housing Fayre.
4. Assist with Welfare Committee campaigns, including (but not limited to) Mental Health Awareness Week, Sexual Health Advice & Guidance (SHAG) Week, Housing events, and Stressbusters.
5. Come up with innovative ways to communicate the messages of the Welfare Campaigns, getting buy in from as many student groups as is possible.
6. Create ways in which to measure the success of the campaigns we run.
7. Research other University welfare campaigns nationally to gather ideas and measure success
8. Promote the role when elections begin again.

*Teamwork*

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**Students’ Union Royal Holloway University of London**

**Welfare Committee Role Description**

Elected Post:Design Coordinators (2x roles)

Responsible to: Co-President Welfare & Diversity

Purpose of the post:

Working as an effective member of the Welfare Committee, the post holder will:

* Facilitate Welfare Committee events and campaigns, helping to design posters, events and facebook banners and working with the SU Marketing Department.
* Liaise with the three Media outlets: Rhubarb TV, Insanity Radio and The Orbital.
* Work with the Welfare Committee to promote Welfare Campaigns.
* Promote the Welfare and Support Services available to students.
* Promote the interests of Welfare Campaigns at General Meetings .

Specific duties and responsibilities:

1. Hold regular office hours (2 per week).
2. Shall help the Advice Centre for one of those two hours a week.
3. Assist with set up, breakdown and running of Welfare Committee events and fayres, such as the Housing Fayre.
4. Assist with Welfare Committee campaigns, including (but not limited to) Mental Health Awareness Week, Sexual Health Advice & Guidance (SHAG) Week, Housing events, and Stressbusters.
5. Will create posters, facebook banners and more through the use of Photoshop/Adobe Illustrator
6. Come up with innovative ways to communicate the messages of the Welfare Campaigns, getting buy in from as many student groups as is possible.
7. Promote the role when elections begin again.

*Teamwork*

* Take responsibility for own actions, behaviour and their effect on others.
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* Listen to others, ensure understanding and respond appropriately. Be open and receptive to new information.

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