



UNIVERSITY
OF LONDON

CONNAUGHT HALL

36-45 TAVISTOCK SQUARE
LONDON WC1H 9EX

FROM THE WARDEN

Dr Adrian Clark MBBS MRCEM

28 September 2016

Dear candidate

Residents' Club Committee election

Thank you!

Thank you for your interest in standing for election to the Residents' Club Committee. Connaught Hall has a reputation as one of the most sociable halls of residence in London and that reputation is owed in large part to residents like you who are willing to give their some of their time and enthusiasm to contribute to our Hall community.

What will you have to do if you are elected?

A schedule of minimum Committee activity is included at page 4 of this document. Pages 5-10 outline the duties required of each individual Officer.

As a member of the Committee you will need to set a positive example to other residents. This includes keeping within the rules about noise and smoking at all times. You will be in the spotlight to some extent and it is important that you treat all your fellow residents with fairness and respect. You should be aware of residents' concerns and help to represent these to the Warden and Hall Manager, acting as an advocate for the residents.

As a group of Committee members, you must do your best to establish a good working relationship and present a positive outward-facing image. The events and activities you organise, and the facilities you invest in, must be inclusive and accessible to all members of our Hall community.

You will be expected to be available to attend at least one one-hour meeting every two weeks.

You must contribute to a joint written report that you will present to a general meeting of the Club in the dining hall in January. This

The Warden's Team —

*Enhancing opportunities for
personal, social, academic
and cultural development through:
welfare and pastoral care;
discipline and conflict resolution;
community and social life;
Residents' Club and Hall bar;
out-of-hours emergencies; and
re-admissions.*

+ 44 (0) 20 7756 8200



+ 44 (0) 20 7383 4109



www.connaught-hall.org.uk



warden@connaught-hall.org.uk



facebook.com/connaughthall



twitter.com/connaughthall



connaughthall.blogspot.co.uk



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report will include what you have achieved in term 1, the financial state of the Club, and your proposals for terms 2 & 3.

The Committee can organise late parties in the bar, with a dance floor and DJ up to 1.30, and alcohol served until 1.00, by asking me to submit a temporary event notice (TEN) to the Licensing Authority. You can have up to three TENs in term 1 (including a welcome party, which has been organised by your predecessors), two in term 2, and one in term 3. I must have a minimum of three weeks' (21 days) notice to request a TEN, so these events need plenty of advance planning.

How do you stand for election?

If you feel you have the necessary time and commitment to devote to a role on the Committee, please make sure you submit your written manifesto to me no later than 6:00 pm on **Friday 7th October**, using the online nominations system accessible from election.connaught-hall.org.uk. If I have not received your manifesto by this time, you will not be included on the ballot paper.

Your manifesto might include a few sentences about you and why residents should vote for you personally; and the rest should be about what you are going to do if you are elected. What plans do you have? What improvements would you like to make? What ideas do you have for events? How will you make sure the Club's finances are well looked after, and ensure everything is done transparently? Could you increase income from the bar or the coffee machine in some way, so we can spend more on leisure equipment and social events for residents?

If you have ideas that you would like to include in your manifesto, but aren't sure if they would be possible, talk to me first.

The election will be held on **Monday 10th October**. Each candidate will be able to make a short speech in the dining hall at dinner time on the day (speeches will start at 6:45 pm).

All candidates will stand as "Officers". The candidate who wins the most votes will be President; the other four successful candidates will allocate the roles of Secretary, Treasurer, Entertainment Officer, and Sports Officer between themselves at the first meeting of the Committee.

Every Connaught Hall resident will be able to cast three votes in the election.

Residents' Club finances

The annual income of the Residents' Club from subscriptions is approximately £7000. In addition, the bar and the coffee machine may make a small profit, and some income is generated when residents activate our GiffGaff SIM cards. Approximately £4500 of the Club's income is spent each year on newspaper & magazine subscriptions, TV licences, and other administrative costs.

What's in it for you?

- A learning experience that will stand you in good stead for committee work in other organisations.
- A very good point to add to your CV and a talking point at interviews.
- Dependent upon satisfactory performance, I am usually happy to write character references for former Committee members and support their employment / internship / postgraduate course applications.
- Provided you fulfil your responsibilities competently, I will ensure you are offered a room at Connaught Hall next year. This is almost the only way to get a room at Connaught next year. (But note the wording here: a room next year is *not* an automatic right even for Committee members.)

Good luck!

Once again, thank you for wanting to contribute to the social life of our Hall – and good luck!

Yours faithfully



ADRIAN CLARK
Warden

Minimum Committee activity

The following is an outline calendar of the *minimum* expected of the committee (President; Secretary; Treasurer; Entertainment; Sports):

All year

- Meet regularly.
- Publish minutes of every meeting.
- Publish accounts regularly.
- Newspaper & magazine subscriptions.
- Encourage residents to form their own clubs & societies.
- A regular entertainment activity (pub quiz / movie night / open mic / cheap theatre tickets / etc).
- Two regular sports activities (football / table tennis / running / dance lessons / rugby / self-defence / yoga / etc).

October

- A welcome party (often organised by the outgoing Committee).
- An event for Hallowe'en - maybe a late party.

November

- An event in the bar - perhaps a pub quiz or open mic night.
- A large sports event / tournament
- A trip - cinema / theatre / day trip to tourist attraction / etc

December

- A social / cultural event - cheese & wine / foods of the world / etc
- Buy Christmas trees & decorations and organise a tree dressing event.
- Live music or an outside speaker & carols for Christmas dinner.
- A Christmas ball - usually a late party.

January

- A welcome back event - maybe a late party.
- A social / cultural event - cheese & wine / foods of the world / etc
- The Club Annual General Meeting.

February

- A Valentine's event - usually a late party.
- A large sports event / tournament
- A trip - cinema / theatre / day trip to tourist attraction / etc

March

- An event in the bar - perhaps a pub quiz or open mic night.
- A social / cultural event - cheese & wine / foods of the world / etc

April to June

- A large sports event / tournament / sports day
- A trip - cinema / theatre / day trip to tourist attraction / etc

- A summer ball - maybe a late party, maybe hire a venue

President

The President represents the Residents' Club and is responsible to the Warden and to the residents for the proper running of the Club. S/he should take a lead in ensuring that the members of the Committee work together as a team and provide activities and facilities that the residents want. S/he must keep the Warden and the Bursar's Office fully informed of the Committee's activities at all times.

The President is a representative of the entire student body in Hall and should take an interest in finding out residents' concerns and helping to express these to the Hall staff. The President is the chief advocate of all the residents in Hall.

The President is a member of the Facilities Committee.

Even more than other Committee members, the President must behave in an exemplary manner at all times.

The President must ensure the Committee meets regularly.

As chairman of the Committee, the President should: take an interest in promoting teamwork and resolving any conflicts between the other Officers of the Club; be familiar with the roles and responsibilities of the other Officers, taking action where necessary to ensure they fulfil their duties; ensure that meetings are conducted in an orderly and timely manner.

Where possible, the Agenda and any documents for consideration (e.g. the Treasurer's accounts spreadsheet, inventories of Club property, or details of proposed major purchases) should be circulated to all members prior to the meeting.

The chairman must try to keep discussion at meetings to the points listed in the Agenda, plus any urgent business which may be considered towards the end of the meeting.

At the end of the meeting, the chairman should go through all actions agreed during the meeting and ensure one Officer has responsibility for carrying out or supervising each action. All action points and the Officers responsible must be included in the Minutes of the meeting.

If the President thinks one of the elected Officers or the Bar Manager is not performing satisfactorily, s/he can ask the Officer to meet with him in the presence of a Senior Member to discuss how the Officer might better fulfil his duties. The Senior Member shall take notes of the meeting. If, following such a meeting, the President remains dissatisfied with an Officer's performance, s/he may request that the Clerk to the Club & Senior Treasurer convene a performance review meeting between himself and the Officer.

Secretary

The Secretary is the President's deputy. This means the Secretary takes on the responsibilities of the President when the President is unavailable. But the Secretary also has his own set of responsibilities: to publish an agenda (agreed with the President) in advance of every Committee meeting; to publish minutes of every Committee meeting; to administer the subscriptions held by the Club and to make sure things like the TV licence and bar licence are up to date; to keep an inventory of property owned by the Club; and to take a lead in encouraging residents to form their own clubs & societies.

The Secretary is an important advocate for all the residents in Hall, and should help represent their needs and concerns to Hall staff.

The Secretary is a member of the Facilities Committee and the Multicultural Students' Forum.

The Secretary must ensure Committee members receive an agenda in advance of every meeting; the agenda must be agreed between the President and Secretary. Without an agenda, meetings are disorganised and take up more time than necessary.

The Secretary must take notes of every meeting and publish these as minutes on the Hall notice boards. The minutes should include the name of the person who is going to take any action required, and at the next meeting the Committee should check that everyone has done what they said they would do.

The Secretary is an equal member of the Committee, and should take an interest in all the affairs of the Club - not just the duties specific to the Secretary.

Treasurer

The Treasurer keeps the Club's accounts. He must keep accurate, up-to-date records of all financial transactions made by the Club and keep the Committee informed of the Club's financial state at every meeting. S/he should publish monthly accounts on the Hall notice boards. The Treasurer should liaise with the Bar Manager to ensure money taken in the bar is correctly accounted for and banked regularly (at least once every two weeks). S/he should also liaise with the Accommodation Finance Office to ensure residents' subscriptions are received on time.

The Treasurer should keep an organised, up-to-date folder containing: all bank statements received; records of all reimbursements made, with receipts; all invoices paid; and any finished cheque and deposit books or counterfoils.

Every four weeks, the Treasurer must compile a sheet detailing all expenditure and receipts in that four-week period. This report should include bar takings and purchases, so it is essential that the Bar Manager and Treasurer co-ordinate their accounting procedures. The Treasurer must publish these monthly accounts to all members of the Committee and by posting on the Hall notice boards. The final monthly report of the year – usually in mid-June – must be accompanied by a 12-month summary of all income and expenditure since the previous annual summary.

The Treasurer is an equal member of the Committee, and should take an interest in all the affairs of the Club - not just finances.

Entertainment Officer

The Entertainment Officer is the lead organiser of social and entertainment events in Hall. He must work closely with the Bar Manager when organising events and parties in the Bar. The Entertainment Officer is also responsible for ensuring the common rooms are furnished and equipped appropriately and for games, DVDs, and computer equipment owned by the Club.

The Entertainment Officer must keep an inventory of the location, condition, and approximate value all audiovisual equipment, recordable media, board games, and decorations, etc owned by the Club. This should be updated within the first three weeks of each term and a statement made at the following Committee meeting. A written copy must be sent to the Secretary.

The Entertainment Officer is a member of the Multicultural Students' Forum.

The Entertainment Officer must ensure the Warden is aware of any proposed late parties at least 21 days in advance of the proposed party. Without this minimum notice, the Warden may not be able to organise the late party with the Licensing Authority. It is the responsibility of the Entertainment Officer to ensure that there is no significant body of student residents who disagree with the theme or date of any proposed parties or social events (e.g. because of exams).

The Entertainment Officer should try to involve as many residents as possible in organising events and activities - e.g. buying and putting up decorations, making tickets, posters, etc. Residents appreciate being involved in organising things and this can help boost turnout at the event itself.

Page four of this document specifies the minimum activities the Committee must organise throughout the year. Please note the expectation of at least one *regular* entertainment, social, or cultural event in addition to the larger events / parties scattered through the year.

The Entertainment Officer is an equal member of the Committee, and should take an interest in all the affairs of the Club - not just entertainment.

Sports Officer

The Sports Officer is the lead organiser of sport, fitness, and competitive events in Hall. S/he is also responsible for ensuring the Club has the equipment necessary for these activities. It is expected that the Sports Officer will liaise with Sports Officers in other intercollegiate halls to organise inter-hall competitions.

The Sports Officer must keep an inventory of the location, condition, and approximate value all sports and fitness equipment and sports kits owned by the Club. This record should be updated within the first three weeks of each term and a statement made at the following Committee meeting. A written copy of the inventory must be sent to the Secretary.

Page four of this document specifies the minimum activities the Committee must organise throughout the year, including sports events. Please note the expectation of at least two *regular* sports or fitness events in addition to the larger events / tournaments scattered through the year.

The Sports Officer is an equal member of the Committee, and should take an interest in all the affairs of the Club - not just sport.

Bar Manager

The Bar Manager is an appointed, not an elected, post. The following information is included for reference.

The Bar Manager is accountable to the Residents' Club Committee for all aspects of the operation of the Bar. S/he is also responsible to the Warden for the maintenance of good order within the Bar. S/he must liaise closely with the Treasurer to keep accurate and verifiable Bar accounts, and ensure that the Bar at least breaks even or returns a small profit over the course of the year.

Appendix II of the Club Constitution is devoted to Bar management. The Bar Manager must be familiar with all the provisions of that document.

The Bar Manager is appointed by the Warden on the advice of the Residents' Club Committee. The Bar Manager is paid a weekly wage, paid at 100% for each week the Bar is open in terms 1 & 2, and at 50% for each week the Bar is open in term 3 and University vacations.

The Bar Manager is responsible for appointing Bar staff, and then for their management throughout the year.

The Bar Manager must submit a monthly report of all financial transactions carried out in the operation of the Bar to the Treasurer. This report must include details of wages due so that the Treasurer can arrange for payment to be made, and a monthly stock take.

The Bar Manager may advise the Residents' Club Committee on Bar-related matters. The Committee shall normally accept the Bar Manager's advice. Where there is disagreement, the will of the majority of elected Officers shall prevail.

Page four of this document specifies the minimum activities the Committee must organise throughout the year. The Bar Manager should be aware of this list as his involvement will be required for those activities that take place in the Bar.

The Committee can organise late parties in the bar, with a dance floor and DJ up to 1.30, and alcohol served until 1.00, by asking the Warden to submit a temporary event notice (TEN) to the Licensing Authority. You can have up to three TENs in term 1 (including a welcome party, which may have been organised by your predecessors), two in term 2, and one in term 3.

The Warden must have a minimum of three weeks' (21 days) notice to request a TEN, so these events need plenty of advance planning.