Structure and Role of Committees

There are seventeen Standing Committees of the Council and four of the Governing Body. Their membership and duties are laid down in the relevant body’s Ordinances. A number of other committees have been set up to perform a particular function with membership and duties laid down by the Council.

All Committees may co-opt up to three additional members - senior or junior - as the need arises.

Standing Committees of the Council

Unless otherwise stated, all Senior Members of Standing Committees of the Council are appointed by the Council, normally at the last meeting of Full Easter Term, and normally serve for a term or terms of three years. Senior Members who are on leave for more than one term resign their committee membership.

JCR members are elected by the JCR; MCR members are elected by the MCR; Junior Members normally serve for one year.

1. Academic Planning Committee
   Role: to consider matters relating to academic appointments and teaching provision.
   Membership: Principal, Vice-Principal, Senior Tutor, Bursar, four members elected by the Governing Body from among the Professorial Fellows, College Lecturers and current or recent Directors of Studies.

2. Buildings Estate Committee
   Role: to consider, plan and monitor the progress of maintenance and improvement projects and to manage the budget allocated by the Council for such projects [PM3]; to formulate and implement a policy for the furnishing and interior decoration of all rooms and public spaces in the College, including the Graduate Houses and to manage the budget allocated by the Council for furnishing and maintenance [PF3]; to ensure that furnishing and decorations are appropriate to the style of the College; to work in close liaison with the Garden Committee and Valuable Possessions Committee; and to monitor the implications of statutory requirements on furnishings and to take appropriate action; and to report to the Council.
   Membership: Bursar (Chairman), Senior Tutor, Domestic Bursar (Secretary), at least two Senior Members entitled to attend Governing Body Meetings, the Buildings Manager, the College Accountant, the Head Housekeeper and the Head Gardener, one member of the JCR and one member of the MCR. Other relevant Heads of Department may attend by invitation.
3. **Education Committee**

   Role: to award scholarships and make awards as authorised by the Council, and to consider other academic matters. Certain responsibilities are delegated to the Directors of Studies’ Committee. Consideration of action to be taken in the event of examination failure is delegated to the Education Committee Executive Sub-Committee which reports directly to the Council.

   Membership of the full Education Committee: Principal, Vice-Principal, Senior Tutor, Bursar, Directors of Studies, Tutors; College Lecturers who are not Directors of Studies are encouraged to attend.

   Membership of the Directors of Studies’ Committee: Senior Tutor, Graduate Tutors, Admissions Tutor, Directors of Studies. College Lecturers are invited to attend.

   Membership of the Education Committee Standing Sub-Committee: Vice-Principal, panel of three Tutors and four Directors of Studies from whom one Tutor and three Directors of Studies sit on any one occasion.

4. **Environmental Working Group**

   Role: to encourage awareness of and support for environmental issues.

   Membership: Domestic Bursar, JCR Green Officer, MCR Green Officer, two Senior Members and a member of Staff.

5. **Finance Committee**

   Role: to consider and make recommendations to the Council on financial policy, estimates, building and maintenance plan, salaries and wages, fees and charges, to monitor financial performance, and other financial matters.

   Membership: Principal, Vice-Principal, Bursar, Senior Tutor, Domestic Bursar, two Senior Members entitled to attend the Governing Body. In attendance: College Accountant.

6. **Gardens Committee**

   Role: to maintain and develop the College gardens, grounds and playing fields, subject to any directions of the Council.

   Membership: Principal or her Deputy, Domestic Bursar, Head Gardener, three Senior Members, one member of the JCR, one member of the MCR.

7. **Graduate Awards and Research Support Committee**

   Role: to award Research Studentships, Graduate Scholarships, book, research and travel grants to graduate and postgraduate students, and to monitor and advise the Council on the financial needs of these students.
Committee Structure

Membership: Principal, Graduate Tutor, Deputy Graduate Tutor, Assistant Graduate Tutors. The Senior Tutor and Financial Tutor attend meetings as necessary.

8. High Table Committee
Role: to organise College entertaining and monitor the College Entertainment budget. Membership: Vice-Principal (Chair, as the Principal’s Deputy), Bursar, Senior Tutor, Domestic Bursar (secretary), High Table Steward (executive secretary), College Secretary, President of the Senior Combination Room, Admissions Tutor, Graduate Tutor, Registrar of the Roll/Development Director, Praelector, a Wine Steward, Director of Music, two members of the Senior Combination Room. In attendance: Catering Manager, College Accountant, Conference and Events Co-Ordinator, Alumnae Events Officer, Tutorial & Admissions Office Manager, Principal’s Secretary.

9. Investments Committee
Role: to set guidelines for the investment of existing and new money and to monitor investment performance.
Membership: Principal, Vice-Principal, Bursar, any other members of the Finance Committee, any other members and any other outside advisers as the Council thinks fit.

10. IT Committee
Role: The IT Committee keeps the academic and administrative IT provision under review; represents the interests of IT users within the College; and monitors the budget allocated by the Council. The IT Technical Group considers and makes recommendations to the IT Committee on strategy and improvements in academic and administrative IT provision, monitors technical matters and the progress of IT projects, and reports to the IT Committee.
Membership: Bursar, Senior Tutor, IT Manager, IT Officer(s), Registrar of the Roll/Development Director, College Librarian, College Secretary, Domestic Bursar, two Senior Members appointed by the Governing Body, one JCR Member, one MCR member.

Membership of IT Technical Group: Bursar, IT Manager, IT Officer(s), the two Senior Members of the IT Committee appointed by the Governing Body.

11. Library Users’ Committee
Role: to represent the interests of College users of the Library to the Board of Newnham College Library Company Limited.
Membership: Vice-Principal (or designated Deputy), four Directors of Studies [rotating among subjects to ensure even representation] one JCR member, one MCR member.
12. **Loans & Grants Committee**

Role: to monitor and advise the Council on the financial needs of undergraduate students; to award book and travel grants and grants for special purposes to such students; to award certain grants to former students and postgraduate students; to receive reports from the Financial Tutor on support received by Newnham students from external funds.

Membership: Senior Tutor, Financial Tutor, Admissions Tutor, undergraduates Tutors, Assistant Tutors. The Graduate Tutor and Assistant Graduate Tutors attend as required.

13. **Research Fellowship Committee**

Role: to report to the Council on each Research Fellowship competition and nominate candidates for the award of Research Fellowships; to receive annual reports from Research Fellows and forward these to the Council and the Governing Body.

Membership: divided into two Panels: the Humanities and Social Sciences Panel and the Sciences, Mathematics and Engineering Panel. Each Panel is chaired by the Principal and consists of three Senior Members, one appointed by the Governing Body and two appointed by the Council.

14. **Safety Committee**

Role: The Committee monitors the implications of legislation concerning Health & Safety, keeps the College’s Health & Safety policies under review and monitors their implementation.

Membership: Bursar, Senior Tutor, Domestic Bursar (Safety Officer), two Senior Members, all Heads of Department: Admissions Tutor, Buildings Manager (Deputy Safety Officer), Catering Manager, College Accountant, College Nurse, College Secretary, Communications Director, Conference and Events Co-Ordinator, Development Director, Director of the Skilliter Centre, Head Gardener, Head Housekeeper, Head Porter, IT Manager, Librarian, Principal's Secretary, Tutorial Office Manager.

15. **Skilliter Centre Management Committee**

Role: to give overall direction to the Centre and to recommend the annual budget to the Council.

Membership: Principal, Director of the Skilliter Centre, Bursar, and two Council nominees.
16. **Senior Members’ Research Support Committee**

Role: to make grants to designated Senior Members for research; to consider and advise the Council on such other academic and academic-related support to Senior Members as may be needed.

Membership: Principal, two Senior Members entitled to attend Governing Body meetings.

17. **Stipends Committee**

Role: to review and make recommendations to the Council regarding academic stipends and matters relating to the terms and conditions of employment of academic and senior administrative staff and college Officers who are ex officio members of the Council.

Membership: two members of the Governing Body, one Associate Fellow or Associate; the Bursar is normally invited to attend.

**Standing Committees of the Governing Body**

Unless otherwise stated, all Senior Members of Standing Committees of the Governing Body are appointed by the Governing Body, normally at the Annual General Meeting in the Lent Term, and normally serve for a term or terms of three years. Senior Members who are on leave for more than one term resign their committee membership.

JCR members are elected by the JCR; MCR members are elected by the MCR; Junior Members serve for one year.

1. **Audit Committee**

Role: to provide assurance on the adequacy of the College’s risk management arrangements in place and the associated control environment as articulated in the College Risk Register. It shall review and monitor the risks identified and advise the Governing Body, Council or other bodies as necessary; and shall address further issues as they arise. The Committee shall meet at least twice annually, and shall report to the Governing Body at its Annual General Meeting.

Membership: five members: three will be members of the Associates and two will be members of the Governing Body. The Committee has the power to co-opt up to two further members from within the College or externally. The Chair shall be appointed by the Governing Body. No member of the Council, whether ex officio or otherwise, shall be a member of the Committee. The Bursar and/or the College Accountant shall normally be in attendance where financial or staffing matters are being considered. Other members of the College may be invited to attend for particular topics. The auditors may be invited to attend where necessary.
2. **Joint Committee of Senior and Junior Members**

Role: to consider matters concerning the College of particular relevance to the student body.

Membership: Principal, Vice-Principal, Bursar, Senior Tutor, Graduate Tutor, one other Fellow, the JCR Committee, the MCR Committee. The Admissions Tutor, the Financial Tutor, the College Secretary (Secretary of the Committee) and the Senior Treasurer of the JCR and MCR are invited to attend as appropriate.

3. **Scrutiny Committee**

The Scrutiny Committee examines the College’s organisational processes, referring its proposed topic for investigation to the Governing Body for approval and reporting to the Governing Body.

Membership: three members of the Governing Body. The Principal, Vice-Principal, Bursar, Senior Tutor and Domestic Bursar are not eligible for membership.

4. **Valuable Possessions Committee**

The Valuable Possessions Committee oversees the College’s collections of art, antiques and other valuable possessions, and manages the funds for their acquisition and care; it presents proposals for changes in the College’s holdings to the Governing Body, and makes proposals for major expenditure to the Council. It discharges its duties in accordance with protocols and procedures approved by the Governing Body.

Membership: the Principal, the Bursar, the Archivist, the Domestic Bursar, four Senior Members appointed by the Governing Body (from amongst whom the Principal may nominate a Deputy), one member of the JCR elected by the JCR and one member of the MCR elected by the MCR.

**Other Committees and Working Groups**

1. **Ann Duncan Memorial Fund Committee**

Role: to make awards for foreign travel to junior members of the University currently studying for the Modern and Medieval Languages Tripos (MML) or for a research degree in modern languages.

Membership: Principal, Director(s) of Studies in MML, College Lecturers in MML, a member of the Faculty of Modern and Medieval Languages.

2. **College Records Advisory Group**

Role: to advise on policy and other matters relating to the College’s records.

Membership: Bursar, Archivist, College Librarian, College Secretary, Registrar of the Roll, two Senior Members with a particular interest in or experience of Archives.
3. **Communications Strategy Group**

Role: to develop a College communications strategy, incorporating both internal and external communications, for Governing Body consideration.

Membership: Principal (Chair), Communications Director, College Secretary, Development Director, Secretary of the Governing Body, four members of the Governing Body representing a balance of Arts and Sciences subjects at different stages in their careers, and two representatives each from the JCR and MCR.

4. **Development Strategy Group**

Role: to consider and report to the Council on strategic direction for the College’s Development Campaign and to convene working groups on identified funding goals.

Membership: Principal, Vice-Principal, Bursar, Director of Development, Senior Tutor, Admissions Tutor, either the Graduate Tutor or Deputy Graduate Tutor and up to three Senior Members entitled to attend meetings of the Governing Body, appointed by the Council.

5. **Dorothy Whitelock Studentship Committee**

Role: to award an annual studentship in Anglo-Saxon or kindred studies.

Membership: two Senior Members and the Head of the Department of Anglo-Saxon, Norse and Celtic.

6. **Fairtrade Steering Group**

Role: to monitor the College’s Fairtrade policy and to report to the Council through the High Table Committee.

Membership: Domestic Bursar, Catering Manager, JCR Green Officer(s), MCR Environment Officer. JCR Entertainments, Bar and Catering Officers attend by invitation.

7. **Kathleen Hughes Memorial Fund Committee**

Role: to give grants to promote study in the history and culture of the period AD 500 - AD 1200 in Britain, Ireland and Europe, to students of the University studying for a doctorate.

Membership: two Senior Members entitled to attend the Governing Body, one being a specialist in the field, the other a Fellow in either History or English.

8. **New Buildings Steering Group**

Role: to oversee the programme of design and construction of the Strachey / Porters’ Lodge replacement building.

Membership: Bursar (Chair), Domestic Bursar, Buildings Manager, Senior Tutor, College Secretary, Dr Blacklaws, Ms Foo, Dr Lucy, Dr Moncaster, Dr Quinn. The Group is supported by consultants as appropriate.
9. **Phyllis & Eileen Gibbs Travelling Research Fellowship Committee**
   
   Role: to organise the competition for and recommend to the Council candidates for election to Phyllis & Eileen Gibbs Travelling Research Fellowships.
   
   Membership: three Senior Members, appointed by the Council.

10. **Research Group**
    
    Role: the consideration of ideas for research-related events; provision of advice and guidance (including advice to Research Fellows about conferences, etc. and informal mentoring); thinking about and helping to provide information for the website and intranet.
    
    Membership: three Senior Members appointed by the Governing Body, two of whom (one in the humanities or social sciences and one in the sciences) having considerable experience of organising research-related activities and one Senior Member at an earlier stage in their career. The Group is supported by the College Office Administrator.

11. **Ruth Cohen Schoolteacher Fellowship Committee**
    
    Role: to organise the competition for, and recommend to the Council candidates for election to Ruth Cohen Schoolteacher Fellowships.
    
    Membership: Principal, Senior Tutor, Admissions Tutor, and up to two Senior Members entitled to attend the Governing Body. (Scheme currently in abeyance.)

12. **South African Bursary Committee**
    
    Role: to oversee any future fundraising for and liaise with the Bursar and Development Director concerning donation of funds to the South African Institute of Race Relations Bursary Scheme.
    
    Membership: two Senior Members appointed by the Council, one member of the JCR appointed by the JCR and one member of the MCR appointed by the MCR.