

# SO1003

## **STANDING ORDER GOVERNING THE WELCOME WEEK WORKING GROUP**

### **MEMBERSHIP**

1. Membership of the Welcome Week Working Group shall be:
  - (a) President (who shall be Chair);
  - (b) VP Education (who shall act as Secretary);
  - (c) VP Welfare;
  - (d) VP Sport;
  - (e) VP Community;
  - (f) Commercial Services and Marketing Manager;
  - (g) House Manager;
  - (h) General Manager;
  - (i) Chair Societies Executive Committee;
  - (j) Student Activities Coordinator;
  - (k) Union Manager (Scarborough);
  - (l) Chair Scarborough Executive Committee;
  - (m) and others as considered necessary by the committee.

### **RESPONSIBILITY**

2. It shall be the responsibility of the Union Executive Committee to plan, organise and control Welcome Week.
3. The President shall have overall responsibility for coordinating Welcome Week. It shall also be the President's responsibility to draw up a balanced budget for Welcome Week, to be approved by the Welcome Week Working Group.
4. Specific responsibility for individual items is to be decided at the Pre-Welcome meeting as outlined below at paragraph 5, but shall include:
  - (a) The Commercial and Marketing Manager is responsible for organising and running the Hull Commercial Bazaar.

- (b) The Scarborough Union Manager is responsible for organising the Scarborough Commercial Bazaar in conjunction with the Commercial and Marketing Manager.
- (c) The Chair Societies Executive Committee and Student Activities Coordinator are to be responsible for organising and running the Societies Bazaar on both campuses.
- (c) VP Sport is to be responsible for organising and running the Athletic Union Bazaar on both campuses.
- (d) The VP Welfare; VP Education and VP Community shall be responsible for organising and running the Volunteering Bazaar on both campuses.

### MEETINGS

- 5. A Pre-Welcome meeting is to be held in Semester Two, as soon as possible after the Easter break. Those invited to attend the meeting shall be the membership of the Welcome Week Working Group and their Elects.

At this meeting specific responsibility for individual Welcome Week activities other than the Bazaars, is to be assigned.

- 6. Regular progress reports shall be presented at UEC meetings throughout the summer.

### FINANCIAL ARRANGEMENTS

- 7. After Welcome Week the Commercial and Marketing manager is to present the accounts to Finance UEC.

### REPRESENTATION

- 8. The President shall give a report to University Council concerning Welcome Week at its first meeting of the session.
- 9. The President shall report on the success of welcome week in the first Union Council meeting.

AH  
October 2008

Passed at UEC:  
Passed at Union Council: 11/12/08