

SO 2008

STANDING ORDER GOVERNING RAISING AND GIVING COMMITTEE (RAG)

FUNCTIONS

1. The Raising and Giving Committee (RAG) shall be responsible for facilitating student fundraising, with the aim of raising as much money as possible by legitimate means for the benefit of local, national and international charities. All members of Hull University Union are eligible to be members of the Raising and Giving Committee.

MEMBERSHIP

2. The voting membership of the Committee shall be:
 - a) The Chair RAG shall be elected by cross campus ballot in accordance with SO 8001.
 - (i) In the event of the resignation of Chair RAG, the Vice Chair and Administration shall take on the responsibilities until a temporary Chair is elected in by the Committee. They will hold office until the next cross campus election.
 - b) Elected by RAG members at the Annual General Meeting:
 - (i) Vice Chair and Administrator
 - (ii) Treasurer
 - (iii) Publicity Officer
 - (iv) Engagement Officer
 - (v) Challenge Coordinator (x2)
 - (vi) Events Coordinator (x2)
 - (vii) Volunteers Coordinator
 - c) Selected by the RAG Committee and Charity Partners, where applicable:
 - (i) Challenge Leaders

Any executive committee member who fails (without apologies or reasonable explanation) to attend two consecutive Executive Committee meetings in any one semester, or who loses a vote of no confidence shall be deemed to have resigned.

ELECTIONS

3. The election of voting members of the Executive Committee is to be as follows:
 - a. The Chair, once annually, in accordance with the HUU Constitution and Bye Laws and SO 8001; elections to be held in Semester Two, position to be held from Week 1, Semester One of the following academic year.

- b. All members of the Committee other than the Chairperson, annually at a General Meeting of RAG members, in accordance with Standing Order 8008.
- c. The Chair RAG will be a member of the Activities Zone and a voting member of Council.

3. Executive Positions:

3.1 RAG Chair

The RAG Chair (3.1) is responsible for:

- Overseeing the running of RAG as a whole, including assuming overall responsibility for the output of the Committee. The Chair will hold a veto on all decisions, unless there is a two-thirds vote against the veto.
- Sitting on the Union Council to represent the views and opinions raised in RAG.
- Working with the RAG Executive Committee to coordinate RAG activities.
- Assisting the **Vice Chair and Administrator (3.2)** in creating an agenda for **Executive Committee Meetings**.
- Chairing **Executive Committee Meetings**.
- Meeting regularly with other Executive Chairs at Activity Zone and working with them for the growth of each department within the Union.
- Meeting regularly with the **Activities Officer (7)** and working with them to develop RAG.
- Working with the outgoing Chair, **Activities Officer (7)** and the relevant **HUU Staff Member** to develop a plan for the coming year, including but not limited to: Major Events, Challenge Trips and Key Charity Partnerships.
- Checking the hUU-rag@hull.ac.uk and hUU.rag@gmail.com email accounts regularly and responding appropriately.

3.2 Vice Chair and Administrator

The Vice Chair and Administrator (3.2) is responsible for

- Assisting the **RAG Chair (3.1)** in all areas of their job where necessary. If the **RAG Chair (3.1)** steps down or is voted out of their position, the Vice Chair will become Acting Chair until such time as an **Emergency General Meeting (9)** can be held.
- Checking the hUU-rag@hull.ac.uk and hUU.rag@gmail.com email accounts daily and replying to emails appropriately or passing them on to the relevant Committee member(s).
- Taking minutes in **Executive Committee Meetings** and **Volunteers' Meetings** and publishing them on the RAG Google Drive page within 24 hours. It will be taken that Executive Committee Members agree to the minutes if they do not state otherwise within 24 hours of the minutes being posted.
- Keeping a file with contact details of all members who sign up to RAG Hull at Freshers' Fayre and Refreshers Fayre, as well as those who enquire about more information from us at any time. This file, and the subsequent mailing list, is to be kept updated throughout the year.
- Collecting reports from all Executive Committee Members each week, to be included in each **Executive Committee Meeting** agenda, where required by the **RAG Chair (3.1)**.
- Working with **RAG Chair (3.1)** to create the agenda for **Executive Committee Meetings** and publishing it on the RAG Google Drive at least 24 hours in advance

of the meeting. Any action points that are decided in **Executive Committee Meetings** must be on the agenda for the following meeting to ensure that the actions were taken.

- Booking rooms for all meetings at least two weeks in advance (unless the meeting is planned last minute).

3.3 Events Coordinator (x2)

The Events Coordinators (3.3) are responsible for:

- The planning and running of all non-challenge related fundraising events organised by RAG such as RAG Week etc.
- Liaising with the **Publicity Officer (3.5)** to ensure a successful promotion of all RAG events.
- Helping the **RAG Chair (3.1)** to create a plan of events for the year over the summer following elections.
- Planning events far in advance and promoting the opportunities available, to aid the **Engagement Officer (3.7)** in their role.

3.4 Challenges Coordinator (x2)

The Challenge Coordinators (3.5) are responsible for:

- Acting as the Head Challenge leader. This will include training, hosting regular meetings with **Challenge Leaders (3.8)** to track their progress, helping with any problems, and ensuring the success of the Challenges, including but not exclusive to Jailbreak and Climb Mt. Kilimanjaro Challenge.
- Communicating regularly with the relevant charities about their trips, in particular having knowledge of struggling fundraisers.
- Bringing to the attention of the **RAG Chair (3.1)** any issues with recruits or **Challenge Leaders (3.9)**.
- To not be a **Challenge Leader (3.9)** themselves, to avoid a conflict of interest.

3.5 Publicity Officer

The Publicity Officer (3.5) is responsible for:

- The planning and running of all promotions of RAG-related events.
- Legally creating or obtaining any artwork, posters/flyers/cover photos at least two weeks in advance for an event. Being responsible to purchase these on the condition that they will be reimbursed from the RAG Budget.
- Ensuring that all RAG-related events are promoted no less than two weeks in advance. Liaising with the **Events Coordinator (3.3)**, **Engagement Officer (3.7)** and **Challenges Coordinators (3.4)** to ensure the successful promotion of RAG events and challenges.
- Keeping all RAG social media accounts updated and engaging.
- Liaising with HUU Media groups and ensuring that RAG events are reported on and promoted.
- Liaise with Union Marketing team and RAG to design and write content for RAG Mag.

3.6 Volunteers Coordinator

The Volunteers Coordinator (3.6) is responsible for:

- Working with the **RAG Chair (3.1)** and **Engagement Officer (3.7)** to increase volunteer participation in events.
- Planning events such as bag-packs, cake sales, raids etc.
- Promoting all volunteer-based events and working with the **Publicity Officer (3.5)** to ensure the successful promotion of these events.
- Writing and sending out a monthly newsletter, using the mailing list that **Vice Chair and Administrator (3.2)** has, to all members. This is to include the times and locations of each meeting and any events that are due to be planned, as well as any events that are upcoming. Also to gauge opinions for future events.
- Ensuring the safety and welfare of students on raids. This means having contact details and next of kin details and checking in on the student on the raid at least once throughout the day.
- Ensuring the general welfare of volunteers at all events, for example ensuring they have sufficient breaks if they are volunteering for more than four hours.
- Obtaining the necessary permits to do collections for non-challenge related charities.

3.7 Engagement Officer

The Engagement Officer (3.7) is responsible for:

- Working with the **RAG Chair (3.1)** to increase engagement from a variety of students.
- Focusing on building relationships with sports teams and societies.
- Working with the **Publicity Officer (3.5)** to promote all events, challenges and volunteer opportunities to these students.
- Developing new fundraising partnerships within the University.
- Communicating with non-RAG student fundraisers to organise things, such as equipment loans and total collation.
- Reaching out to first year and postgraduate students.
- Working to improve diversity and inclusion of RAG.

3.8 Treasurer

The Treasurer (3.8) is responsible for:

- Being in charge of the RAG budget and fundraising spreadsheets, and updating them regularly. Coordinating with the **Challenge Leaders (3.9)** and **Challenge Coordinator (3.4)** to receive any relevant fundraising totals.
- Coordinating with the **Engagement Officer (3.7)** to receive details of fundraising pages for their relevant groups.
- Meeting with the **RAG Chair (3.1)**, and the relevant **HUU Staff Member** regarding the RAG budget.
- Signing off on all RAG paying out forms, where valid.
- Communicating with charities to notify them of an upcoming event to raise money for them; to retrieve payment information; and to ascertain if they can help by sending items such as banners, t-shirts or raffle prizes, to minimise the pressure on the RAG budget.

3.9 Challenge Leaders

- Challenge leaders are in charge of their specific challenge trip.
- It is their responsibility to seek out training from the charity through the **Challenge Coordinators (3.4)**.
- This position is not elected at the **AGM (8)**, instead they are selected through a nomination process in the Executive Committee, working with the challenge related charities to select a suitable candidate.
- They are jointly responsible, with the **Publicity Officer (3.5)**, for the promotion and recruitment of their trip.
- Challenge Leaders work with their respective challenge providers and are expected to act as a good ambassador for the company, charity and the University.
- They are required to attend regular meetings with the **Challenge Coordinators (3.4)** to report on their recruits' progress, work through any issues that are being had and ensure that the Executive Committee is constantly updated.
- The Challenge Leaders are responsible for the success of their own trips.
- They are to have regular meetings with their recruits and to keep their Facebook groups active and engaging, with all information from the regular meetings posted on there to ensure everyone has all the information they need.
- They are to keep an up-to-date spreadsheet with all trip recruits' online fundraising pages, their ongoing totals, and any required notes on recruits.
- They are required to book rooms for any trip-related meetings, including but not limited to: information meetings, welcome meetings, weekly meetings and departure meetings.
- They are required to book bucket collections for their charity if required.
- They are to inform the **Treasurer (3.8)** of any relevant fundraising pages from their recruits and to help keep the RAG fundraising spreadsheet updated.

DISTRIBUTION OF MONEY RAISED

4. RAG will transfer money to charities through their account held with the HUU Cash Office.
5. RAG will keep track of other student fundraising totals, where possible, to collate a full University total for the year.

GENERAL PROCEDURE

6. Executive Committee The Executive Committee will attend all RAG meetings convened and take responsibility for their duties as expressed in these standing orders and shall encourage all members to attend meetings and have an involvement with RAG projects.
7. Activities Officer, Hull University Union The Activities Officer shall liaise with the Chair (or Vice Chair in their absence) in a meeting every two weeks regarding RAG projects and issues.

8. Annual General Meeting (AGM)

The Committee shall be required to hold an Annual General Meeting to elect the Committee for the following academic year between weeks 8 and 10 of Semester 2, as agreed upon by the Committee

9. Emergency General Meeting (EGM)

At least two weeks' notice must be given before an EGM.

At least 10 members must be present for an EGM to be valid.

Any full member of RAG is eligible to vote.

Positions are open to all full members of RAG. Students can run for multiple positions but cannot hold more than one. The result of each position is to be announced immediately after the vote to ensure that students do not get voted into two positions.

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