**GOVERNING BODY 13 MARCH 2024**

**ELECTIONS TO COMMITTEES**

# Purpose and summary

To note the membership of Council and other College Committees following the Governing Body Meeting of 13 March 2024.

**Contact Details**

Bursar : **bursar@clarehall.cam.ac.uk**

1. **STATUTORY COMMITTEES**
	1. Council
	2. Finance Committee

# COMMITTEES ESTABLISHED UNDER ORDINANCES

* 1. Official Fellowship Committee
	2. Fellowship Committee
	3. Remuneration Committee
	4. Tanner and Ashby Lectureship Committee
	5. The Bell Collection at Clare Hall Management Board

# COMMITTEES REPORTING TO THE GOVERNING BODY DIRECT

* 1. College Student Complaints Committee

# COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL

* 1. Archive Advisory Group
	2. Art Committee
	3. Development Committee
	4. Environment Committee
	5. Gardens Advisory Group
	6. Health & Safety Committee
	7. Music Committee
	8. Social Events Committee
	9. Stewardship Committee
	10. Communications Committee
	11. Information Technology Committee
	12. Prevent Committee

# OTHER COMMITTEES

* 1. Buildings and Estates
	2. Panel for Disciplinary Committee under Statute XXVI,III,6

**A.1 STATUTORY COMMITTEE [STATUTE XII]**

 **Council**

The President (ex-officio, as Chair), the Vice-President (ex-officio), the Bursar (ex-officio), the Senior Tutor (ex-officio), 6 other Fellows from the Governing Body (2 of whom Research Fellows) and 2 Members of GSB. Posts are for 2 years, renewable after one year absence. College Registrar, Domestic Bursar and Director of Alumni and Donor Relations in attendance and others by invitation for specific items. Council meets twice a term during term time.

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| **Chair** | **Secretary** | **Membership** | **Status** |
| President | Bursar | Vice-President | Ex-officio |
|  |  | Senior Tutor | Ex-officio |
|  |  | Dr A Street | To Nov 2024 |
|  |  | Professor H Chang | To Nov 2024 |
|  |  | Dr A Harris  | To Nov 2024 |
|  |  | Dr H Scott-Fordsmand | To Mar 2025 |
|  |  | Dr R Sippy | To Sep 2025 |
|  |  | Professor A Blake | To Nov 2025 |
|  |  | GSB President |  |
|  |  | GSB Vice-President |  |

# A.2 STATUTORY COMMITTEE [STATUTE XIII]

#  Finance Committee

The President (ex-officio, as Chair), the Vice-President (ex-officio), the Bursar (ex-officio) and 4

other members of the Governing Body, including the Senior Tutor or a Tutor. Posts are for 4 years,

renewable. GSB President and Treasurer in attendance, together with Head of Finance and College

Registrar. This Committee meets at least once a term during term time.

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| --- | --- | --- | --- |
| **Chair** | **Secretary** | **Membership** | **Status** |
| President | Bursar | Vice-President | Ex-officio |
|  |  | Senior Tutor |  Ex-officio |
|  |  | Dr L Tantardini | To Feb 2028 |
|  |  | Dr Harris | To Sep 2026 |
|  |  | Dr R Sippy | To Mar 2027 |
|  |  | GSB President (in attendance) |  |
|  |  | GSB Treasurer (in attendance) |   |

# B.1 COMMITTEE ESTABLISHED UNDER ORDINANCES [V.D.]

#  Official Fellowship Committee

The President (ex-officio, as Chair), the Vice-President (ex-officio), the Senior Tutor (ex-officio) and

7 Official/Professorial/Supernumerary Fellows (appointed by the President on 2-year rotation. 2

 Research Fellows (voted by the Governing Body for 2 years). This Committee meets as required

 in order to recommend candidates to the Governing Body for election to Official, Professorial

 or Honorary Fellowships, but as a minimum once a year.

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| --- | --- | --- | --- |
| **Chair** | **Secretary** | **Membership** | **Status** |
| President | Bursar | Vice-President | Ex-officio |
|  |  | Senior Tutor | Ex-officio |
|  |  | Dr K Fagan-Robinson (RF) | To Sep 2024 |
|  |  | Dr D Duncan (RF) | To Feb 2026 |
|  |  | Professor A Blake | To Oct 2024 |
|  |  | Dr A Street | To Oct 2024 |
|  |  | Professor I Farnan | To Oct 2024 |
|  |  | Dr E Rowe | To Oct 2024 |
|  |  | Professor S Kar-Narayan | To Oct 2025 |
|  |  | Dr W Y Feng | To Oct 2025 |
|  |  | Professor H Chang | To Oct 2025 |

# B.2 COMMITTEE ESTABLISHED UNDER ORDINANCES [V.E.]

#  Fellowship Committee

 Visiting and Research Fellows, Fellow Commoners and Associates are elected by Governing Body

 on the advice of this Committee. One Committee member is elected as Chair and Convenor

 annually. The Committee reports to Governing Body and meets twice a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| Professor E Artacho | College Registrar | President |
|  |  | Senior Tutor |
|  |  | Dr K Ersche(Chair Sciences Sub-Committee) |
|  |  | Dr L Castelli |
|  |  | Professor K Soufani |
|  |  | Dr J Cama |
|  |  | Professor G van Kooten(Chair Arts & Humanities Sub-Committee) |
|  |  | Professor P Lio |

#

# B.3 COMMITTEES ESTABLISHED UNDER ORDINANCES [V.C.]

#  Remuneration Committee

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#  The Remuneration Committee reports to the Trustees and is responsible determining the pay and related conditions of staff and remunerated Fellows. This Committee meets at least once a year during term time prior to the approval of the budget, and as required.

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| --- | --- | --- |
| **Chair** | **Secretary** | **Membership** |
| E Conder, Clare College | Bursar (ex-officio) | Vice-President (ex-officio) |
|  |  | Professor R McMahon |
|  |  | C Lawrence, Newnham College  |
|  |  | J Newby, Hughes Hall |

# B.4 COMMITTEE ESTABLISHED UNDER ORDINANCES [V.F.]

#  Tanner & Ashby Lectureship Committee

 Elected by the Governing Body from time to time from among its members. President, Vice-

 President and Bursar ex-officio. Members normally elected for 2 years and eligible for re-election.

 This Committee plans the Tanner and Ashby Lecture series, meeting when needed.

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| **Chair** | **Secretary** | **Membership** | **Status** |
| President | College Registrar | Vice-President  | Ex-officio |
|  |  | Bursar | Ex-officio |
|  |  | Senior Tutor | To May 2026 |
|  |  | Professor H Chang | To May 2026 |
|  |  | Dr A Motrescu-Mayes | To May 2026 |
|  |  | Dr F Spalding | To May 2026 |
|  |  | Professor G van Kooten | To May 2026 |
|  |  | Dr J Sung Park | To May 2026 |
|  |  | Dr L Castelli | To May 2025 |
|  |  | Dr D Duncan | To May 2025 |
|  |  | Dr J Gardebo | To May 2025 |
|  |  | GSB Representative(s) (in attendance) |  |

The Committee will also act as the Working Group; GSB representatives are being sought, who will attend all meetings of the Committee. Other non-Governing Body members may be invited to attend as required.

# B.5 COMMITTEES ESTABLISHED UNDER ORDINANCES [V.G.]

#  The Bell Collection at Clare Hall Management Board

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#  The Board manages the Bell Collection at Clare Hall on behalf of the Governing Body, to which it reports, curating the Collection and managing annual displays. The Board consists of the President, Vice-President, Bursar, a Fellow (preferably an historian of art who is a current or former University Teaching Officer in the Department of History of Art), the College Communications Manager, the responsible Officer for Ceramics at the Fitzwilliam Museum, the Director of the Hamilton Kerr Institute (current and/or former) and occasionally other authorities in the field who may be temporarily members of the College and/or the University at the discretion of the Board. The Board meets as necessary.

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| **Chair** | **Secretary** | **Membership** |
| President | College Registrar | Vice-President  |
|  |  | Bursar |
|  |  | Professor F Spalding |
|  |  | Professor E Hermens |
|  |  | F Davies |
|  |  | H Ritchie |
|  |  | Professor P Joannides |
|  |  | Dr R Anderson |

#  COMMITTEES REPORTING TO THE GOVERNING BODY DIRECT

 **College Student Complaints Committee**

 This Committee meets in the event of a formal student complaint.

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| **Chair** | **Secretary** | **Membership** |
| President | Bursar | Vice-President |
|  |  | Senior Tutor |
|  |  | GSB Representative |

# D.1 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL Archive Advisory Group

#  This Committee works with the College Archivist on maintaining the integrity of the College Archives, being the historical records of the College maintained for posterity. The Committee meets once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| President | Dr J Sung Park |  Bursar |
|  |  | Senior Tutor |
|  |  | College Archivist |
|  |  | College Registrar |
|  |  | College Librarian |
|  |  | Professor E Artacho |

**D.2 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL**

 **Art Committee**

This Committee organises the Art Exhibitions in Clare Hall, inviting artists to show

their work for a period of approximately six weeks. The Committee meets at least once

a term during term time. The Committee may co-opt additional members as it thinks fit.

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| **Chair** | **Secretary** | **Membership** |
| Professor F Spalding | Dr F Blake | Professor P Wadhams |
|  |  | Professor E Hermens |
|  |  | Dr A Kennedy-Smith |
|  |  | M Jones |
|  |  | Dr W Y Feng |
|  |  | H Blumenfeld |
|  |  | Dr A Motrescu-Mayes |
|  |  | Dr L Tantardini |
|  |  | GSB Representative |
|  |  | Communications and Marketing Manager |

# D.3 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL

#  Development Committee

# This Committee discusses College Development, alumni and donor communications and other related areas of fundraising. The Committee meets once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| President (ex-officio) | Director of Alumni and Donor Relations | Vice-President (ex-officio) |
|  |  | Bursar (ex-officio) |
|  |  | Senior Tutor |
|  |  | Professor A Blake |
|  |  | Dr A Harris |
|  |  | Professor E Nye |
|  |  | Professor J Lipner |
|  |  | Dr R Anderson |
|  |  | Professor K Soufani  |
|  |  | Dr L Castelli |
|  |  | Lady P Mirrlees |

**D.4 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL**

 **Environment Committee**

This Committee implements the Environment Policy of the College, covering areas such as recycling, reducing energy consumption and related sustainability issues. The Committee meets

at least once a term during term time.

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| **Chair** | **Secretary**  | **Membership** |
| Bursar | Domestic Bursar | Professor I Farnan: Tutor Representative |
|  |  | Dr J Zhao |
|  |  | Dr D Duncan |
|  |  | Accommodation and Facilities Manager |
|  |  | Maintenance Manager |
|  |  | Head Gardener |
|  |  | Catering Manager |
|  |  | GSB Green Officer |
|  |  | Communications and Marketing Manager |

**D.5 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL**

 **Gardens Advisory Group**

This Group is responsible for the assessment of current plantings and the design and implementation of major planting schemes. The Group meets once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| President | Domestic Bursar | S Campbell  |
|  |  | Dr A Motrescu-Mayes |
|  |  | Dr D Duncan |
|  |  | Head Gardener |
|  |  | Senior Tutor |
|  |  | Dr F Blake |
|  |  | GSB Allotment Representative |
|  |  | Communications and Marketing Manager |

**D.6 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL**

 **Health & Safety Committee**

 This Committee oversees and implements all policies relating to the Health and Safety

 of the College, its people and buildings. The Committee meets at least once a term

 during term time.

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| **Chair** | **Secretary** | **Membership** |
| Bursar | Domestic Bursar | Professor I Farnan: Tutor Representative |
|  |  | Housekeeping Manager |
|  |  | Maintenance Manager |
|  |  | Head Gardener |
|  |  | Head Porter |
|  |  | Catering Manager |
|  |  | HR Manager |
|  |  | GSB Representative(s) |

**D.7 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL**

 **Music Committee**

 The Music Committee is responsible for the creation and implementation of the annual

 musical events programme in the College. The Committee meets at least once a term during

 term time. The Committee may co-opt additional members as it thinks fit.

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| **Chair** | **Treasurer** | **Secretary** | **Membership** |
| Dr R Anderson | J Womack | Dr R Pakbaz  | P Hemmerlé |
|  |  |  | President |
|  |  |  | Dr J Thurlow |
|  |  |  | GSB Representative(s) |
|  |  |  | Choir Director |
|  |  |  | Professor E Nye |
|  |  |  | Professor C Humphrey |
|  |  |  | Communications and Marketing Manager |

# D.8 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL Social Events Committee

 This Committee is responsible for organising social events for the families of College members.

 Visiting Fellows to be invited to join this Committee when they join College (ideally for a year and

 with families) from October each year. The Committee meets once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| Dr C Nath |  College Registrar |  Dr L Passmore: Tutor Representative |
|  |  |  Post Doc Representative(s) |
|  |  |  GSB Representative(s) |
|  |  |  Vacancy |
|  |  |  Domestic Bursar |

# D.9 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL Stewardship Committee

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#  This Committee meets to discuss all issues relating to Catering, Formal Hall, Wine Stewardship. The Committee meets at least once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| Professor R McMahon | Domestic Bursar | Bursar (ex-officio) |
|  |  | Vice-President (ex-officio) |
|  |  | Senior Tutor (ex-officio) |
|  |  | Dr M Stewart |
|  |  | Professor H Markus |
|  |  | College Registrar (ex-officio) |
|  |  | Catering Manager (ex-officio) |
|  |  | GSB Representative(s) |
|  |  | Dr E Rowe |

**D.10 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL**

 **Communications Committee**

This Committee is responsible for the implementation of the policy on all aspects of the

 College’s external and internal communications strategy. The Committee meets at least

 once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| President | Director of Alumni and Donor Relations | Vice-President |
|  |  | Bursar |
|  |  | Senior Tutor |
|  |  | Dr L Tantardini |
|  |  | Communications and Marketing Manager |
|  |  | GSB Representative |
|  |  | Dr T Tate |
|  |  | Dr H Scott-Fordsmand |
|  |  | Dr S Niblett |

**D.11 COMMITTEE REPORTING TO THE GOVERNING BODY VIA COUNCIL**

 **Information Technology Committee**

This Committee advises on IT matters. The Committee meets at least once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| Dr A Harris |  Bursar |  Head of Finance |
|  |  | Domestic Bursar |
|  |  | Communications and Marketing Manager |
|  |  | UIS Representative |

# D.12 COMMITTEES REPORTING TO THE GOVERNING BODY VIA COUNCIL Prevent Committee

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#  This Committee is responsible for the implementation of the Prevent policy, “a national safeguarding programme that supports people who are at risk of becoming involved with terrorism through radicalisation”. The Committee meets at least once a term during term time.

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| **Chair** | **Secretary** | **Membership** |
| Head Porter | College Registrar | President |
|  |  | Bursar |
|  |  | Domestic Bursar |
|  |  | Senior Tutor |
|  |  |  Housekeeping Manager |
|  |  |  Director of Alumni and Donor Relations |
|  |  | Maintenance Manager |
|  |  | Events Co-ordinator |
|  |  | GSB Representatives |

**E.1 OTHER COMMITTEES Buildings and Estates Committee**

 This Committee is responsible for the College Estate, including its maintenance and future

 building and estates development planning. The Committee meets at least once during term time.

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| **Chair** | **Secretary** | **Membership** |
|  President |  Domestic Bursar |  Bursar (ex-officio) |
|  |  |  Senior Tutor (ex-officio) |
|  |  |  Vice-President (ex-officio) |
|  |  |  Maintenance Manager |
|  |  |  GSB Representative |
|  |  |  Professor S Dalziel |
|  |  |  Professor A Blake |
|  |  |  Dr A Harris |

# E.2 OTHER COMMITTEES

**Panel for Disciplinary Committee under Statute XXVI,III,16**

 A Disciplinary Committee shall consist of three persons selected by the Governing Body from a

 panel of seven persons appointed annually by the Governing Body. The members of the panel shall

 be fellows of the College or other persons, being members of the Regent House of the University.

 Meetings are triggered per the conditions stated under Statute XXVI, III of Clare Hall’s Statutes,

 relating to members of the College’s academic staff. The Committee meets as required.

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| **Chair** | **Secretary** | **Membership** |
|  n/a |  n/a |  Professor C Barnard |
|  |  |  Professor C Smith |
|  |  |  Professor I Farnan |
|  |  |  Dr E Rowe |
|  |  |  Dr A Motrescu-Mayes |
|  |  |  Dr W Y Feng |
|  |  |  Dr A Gualandi |