

## ----- ROLE DESCRIPTIONS FOR OPEN POSITIONS -----

- **MCR President:** [mcr-president@murrayedwards.cam.ac.uk](mailto:mcr-president@murrayedwards.cam.ac.uk)

The President is the organizational head of the MCR Committee: she chairs MCR Committee meetings, leads the organisation of the freshers' week, oversees the general running of MCR affairs throughout the year, advises and supports the other MCR Committee members in their tasks and makes sure that there is a balanced schedule of MCR events in place for each term. Furthermore, the President is the main point of contact between the graduate community and the College, she has regular meetings with the Executive Graduate Tutor and represents Murray Edwards graduates at the College Council, the College's main administrative body.

- **MCR Vice-President:** [mcr-vicepresident@murrayedwards.cam.ac.uk](mailto:mcr-vicepresident@murrayedwards.cam.ac.uk)

The Vice-President supports and stands in for the MCR President when required. She manages MCR room bookings and the MCR calendar, attends the College's Domestic and Estates Committee meetings and organizes the annual Murray Edwards graduate conference, the Grad Symposium. The Vice-President furthermore represents Murray Edwards graduates at the Cambridge University Student Union (CUSU) and the Cambridge Graduate Union (GU).

- **MCR Secretary:** [mcr-secretary@murrayedwards.cam.ac.uk](mailto:mcr-secretary@murrayedwards.cam.ac.uk)

The Secretary collates agenda items for MCR Committee meetings and takes minutes during the meetings, which she shares post-meeting with the Committee and the wider graduate community. She circulates information between the MCR Committee and the graduates by means of a regular MCR e-mail bulletin and attends the College's Information & Communications Committee meetings. Additionally, the Secretary is in charge of organising and ordering the annual MCR sweatshirts for the Committee and the graduate community.

- **MCR Treasurer:** [mcr-treasurer@murrayedwards.cam.ac.uk](mailto:mcr-treasurer@murrayedwards.cam.ac.uk)

The Treasurer organizes the MCR budget and controls the MCR bank account. She makes MCR payments (including College bills, payments for MCR wine at

formal hall, GU/CUSU affiliation fees and the reimbursement of Committee members for MCR purchases), checks graduate payments for events (e.g. swaps) in collaboration with the Social Secretaries and deposits any cash or cheques made to the MCR. The Treasurer liaises with Lloyds Bank about the MCR bank account and ensures that there is always one available MCR Committee member with access to MCR online banking and two available signatories on the account. She oversees the process for awarding the annual MCR travel grants, is the graduates' finance liaison with College and attends the College's Finance Committee Meetings.

- **MCR Social Secretaries (x4):** [mcr-social@murrayedwards.cam.ac.uk](mailto:mcr-social@murrayedwards.cam.ac.uk)

There are four Social Secretaries on the MCR Committee. They organize a mixture of social and academic events on a regular basis throughout the year, including (but not exclusive to) movie and games nights, potluck meals, formal swaps with other Colleges, graduate parties, picnics, academic seminars, talks and many more. Generally, the Social Secretaries will additionally host one or two larger-scale MCR events that are open to other Colleges, such as the MCR Bop, a live-music event in the College bar or a big summer BBQ. They attend the College's Events & Catering Committee meetings and represent the graduate community in the Murray Edwards Garden Party Committee.

While the Social Secretaries generally work as a team, they each have their particular area of involvement, organization and expertise. Thus, there usually is an external social secretary (organizing events for inter-college mixing and formal dinner swaps), an internal social secretary (organizing regular events for our graduates in College), an arts & academic social secretary (organizing events related to arts and academic exchange in the graduate community) and an events social secretary (leading the organization of larger MCR events, like the MCR bop).

- **MCR BME Officer:** Email to be confirmed

The BME/BAME Officer represents the interests of Black, Asian and Minority Ethnic students within and outside college. She sits on the college working group on race and ethnicity, and works alongside Fellows and members of the JCR to advocate for BAME people in college. She also liaises with the CUSU BME campaign and other BME/BAME/International officers at other colleges.

- **MCR Welfare Officer:** [mcr-welfare@murrayedwards.cam.ac.uk](mailto:mcr-welfare@murrayedwards.cam.ac.uk)

The Welfare Officer provides a listening ear to the graduate community and directs people to further/alternate sources of support. She provides sexual health advice and supplies, organizes welfare- related events and attends the College's Health & Safety Committee meetings.

- **MCR Green Officer:** [mcr-green@murrayedwards.cam.ac.uk](mailto:mcr-green@murrayedwards.cam.ac.uk)

The Green Officer organizes and publicizes environment and sustainability events in College and keeps the other graduates informed about recycling in College and Cambridge. She raises awareness of environmental issues and helps both the graduate community and the College to become more environmentally friendly. She also liaises with the organizers of the Edible Garden Project across from Canning & Eliza Fok Building (<https://www.cambridgehub.org/edible-garden>).

- **MCR LGBT+ Officer:** [mcr-lgbt@murrayedwards.cam.ac.uk](mailto:mcr-lgbt@murrayedwards.cam.ac.uk)

The LGBT+ Officer represents the Murray Edwards LGBT+ community within and outside College. She organizes LGBT+ social and welfare events, promotes inclusivity in College and offers LGBT+ support and advice. She liaises with the LGBT+ officers of the Murray Edwards JCR and other Colleges.

- **MCR Computing/Communications Officer:**  
[mcr-computing@murrayedwards.cam.ac.uk](mailto:mcr-computing@murrayedwards.cam.ac.uk)

The Computing/Communications Officer maintains and updates the MCR website and, together with the MCR Secretary, organizes the publication of MCR information and news to Murray Edwards graduates, Cambridge and the world. She liaises with the College Head of Communications about MCR communication strategies and about incorporating graduate news into the College's media coverage. The Computing/Communications Officer keeps the electoral roll updated for MCR elections and administrates and moderates the MCR mailing list.

- **General Members (x2):**

There are two (or, if need be, more) General Members on the MCR Committee. They help the other members of the Committee as and when needed and are otherwise free to choose their own specialized field of MCR commitment.

\*All committee members are to help (in some capacity) with large-scale MCR events, such as the annual MCR Bop.\*

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