

## Background:

Prior to the commencement of the Big Build, Scholar events in Rhodes House have followed a varied pattern from ideation to execution. The period of the Big Build, combined with the various effects of the COVID-19 pandemic, has heightened the need for a systematic and clear process for booking and running events in the House while remaining mindful of the Scholar experience in Oxford, and striking a balance with other stakeholders.

In order to develop a uniform events process, the 'World-Class Events Processes' project (henceforth WEP) was launched in January 2022. The aim of WEP is "To co-create and communicate a set of clear processes that cover the variety of events the Rhodes Trust conceives, implements and facilitates on behalf of Scholars, Fellows, Staff and the Public, so that the organisation name can become synonymous with the idea of 'world-class events'" ('Shared Services – Project Brief', 2021).

WEP has met iteratively with several different teams in the house. These included Scholar Affairs, Events and Operations, Global Engagement, Senior Leadership Team, and the Scholar Programme Facilitators. The output from WEP includes process maps for events, ranging from large scale dinners and retreats to small scale events, including those led and organised by Scholar Groups based on the Scholar Groups Policy ([click here to be taken to the Scholar Group Policy](#))

## Key Alignment Agreements:

The Events process achieved a significant milestone in bringing together alignment on the needs of various stakeholders in the house. Following these alignments, the Scholar Programme Team, including the Deputy Warden, the Advisor, Scholar Leadership & Programming, the Associate Programme Director, the Scholar Programme Officer, the Scholar Programme Associate, and the Scholar Programme Facilitators refined the internal Scholar Programme processes for Scholar facing events in Rhodes House in 2022 and 2023. **Key outputs included role profiles for an Event Sponsor (usually a member of the Senior Leadership Team), an Event Owner, and the role description for an Event Host, especially for Scholar-led events or events organised by Scholar Groups.**

Critical within this process has been the clarification of the budget ownership, and the devolving of budgetary responsibilities. These clarifications have included clear annual budget plans for Scholar Programming and for Scholar Groups, wherein Scholar Group Leads, Scholar-Leads for events such as Rhodes Ball or Welcome Week, are responsible for managing events within their respective budgets following Rhodes House guidance.