

SOCIETY COMMITTEE ROLE DESCRIPTIONS

Every society is different, so your roles will vary. All student groups must have a President, Vice President, and a Treasurer.

We recommend that you consider having additional committee members to help support your society. You have the flexibility to create specific committee positions that you think will help your society. Examples of these roles include: Social secretary, Charity Officer, Wellbeing and Inclusions Officer and Social Media Officer.

PRESIDENT (CORE ROLE)

- **The society's first point of contact with the Students' Union via email and in person, filtering information from the Union to the society and vice versa.**
- **Figurehead/Ambassador of the society**
- **Help mediate internal disputes.**
- **A visible leader of your student group.**
- **Oversee the running of your society, including delegating duties, overseeing others in their roles and supporting committee members to ensure tasks are completed.**
- **Set the direction, aims and objectives for the year following speed meets and consultation with your committee members.**
- **Lead your committee, supporting them with their own roles and making sure everyone is communicating.**
- **Review expense claims on the online portal along with your vice president and treasurer.**
- **Lead the elections for new committee members for the following academic year.**

VICE-PRESIDENT (CORE ROLE)

- **Attends meetings alongside the president or when they are absent.**
- **Supports the President.**
- **Keep your society page updated on the SU website.**
- **Make sure information is circulated among your members.**
- **Book rooms for meetings and events.**
- **Formulate and circulate the end-of-year handover.**
- **Review expense claims on the online portal with your president and treasurer.**

TREASURER (CORE ROLE)

- **Access the Society finances, create and manage budgets, monitor the spending and keep the club within budget.**
- **Liaise with the Students' Union about finances.**
- **In charge of charity and fundraising activity and totals, setting membership prices and member payments for kit etc.**
- **Understand financial processes established by the Students' Union and help other committee members comply with these.**
- **Liaise with external companies (merch, external events) and the Students' Union for purchasing and payments.**
- **Take the lead in seeking and securing external sponsorship if so desired.**
- **Review expense claims using the online portal along with your president and vice president.**

HERE ARE A FEW ADDITIONAL ROLES THAT YOU MAY LIKE TO CONSIDER FOR YOUR CLUB:

WELLBEING (ADDITIONAL ROLE)

- There to support socials and group activity.
- Understand the services the Students' Union and the University provide and keep an open and clear communication between the 3 parties.
- Make all group members aware of these services and signpost where necessary.
- Report incidents.
- Approachable and friendly.

SOCIAL SECRETARY (ADDITIONAL ROLE)

- Run safe and exciting social events for members.
- Ensure all events are inclusive and accessible to all.
- Responsible for organising welcome events and liaising with the Students' Union (You do not need to have a welcome event) - Ensure correct processes and forms have been completed for your event. For example, you make sure a risk assessment and external speaker form is submitted if necessary.
- Promote larger Students' Union events and other groups' events through social media and internal communication.
- Be someone society members can talk to about problems or ideas.

SOCIAL MEDIA OFFICER (ADDITIONAL ROLE)

- **Content Creation:** Designing and posting up-to-date and engaging content for platforms like Instagram, TikTok, and Facebook.
- **Platform Management:** Maintaining the society's official social media accounts and ensuring the SU website page for the group is current with the latest socials and other events.
- **Engagement:** Actively responding to comments and messages, and using interactive features like polls and Q&As to foster community.
- **Strategic Planning:** Collaborating with other committee members to develop a weekly posting schedule and ensure campaigns are promoted effectively.
- **Sharing and posting about campaigns and events run by the SU, or other clubs and societies, to boost engagement in wider activities.**
- **Compliance & Safety:** Ensuring all posts reflect well upon your society and the wider SU Community.