



# Committee Role Descriptions

## Introduction:

Please bare in mind these are brief descriptions as most societies tend to develop positions differently depending on their needs and wants.

Additionally some role expectations and responsibilities tend to cross over .e.g. secretary and publicity / president and vice-president. Please explore both descriptions in this case or the most similar if your role is not included.

Many societies have additional roles which are not listed here. In this case please speak to your current committee for more information on the role.

Time commitment scales can fluctuate depending on the number of committee members within the society.

Please remember that all roles are a commitment to your club. You will have others relying on you and looking to you to make decisions that positively impact the society as well as the members within it.



# President / Club Captain (compulsory)



**Time Commitment: High**

## Role Description:

This role is often regarded as the overseeing role. It is your job to ensure the society is running smoothly, that the other committee members are successfully completing their duties and to be responsible for the general success of the society. You often represent the society in public relations and events. You will have lots of people looking to you to make decisions, often difficult or unpopular ones for the betterment of the club.

## Responsibilities and Expectations:

- Oversee the running of the student group.
- Represent the society to the student union, university and other external bodies.
- Ensure all society activities are appropriately coordinated and an unbiased atmosphere is upheld.
- Ensure all committee members are fulfilling their duties and delegate the responsibilities of any empty positions.
- Cannot hold another core or non-core position within the societies committee.
- The role often requires more of a time commitment than other roles.
- To steer difficult conversations during conflicts within committee and members or coaches.

## Desired Personal Skills:

- Ability to communicate professionally with other committee members, society members and external bodies.
- Strong organisation skills and ability to multi-task/prioritise tasks.
- Dedication and commitment to your student group.
- Able to stay unbiased during problems, misconduct or personal issues.
- Empathy, humility and the ability to listen.

## Common Crossovers With Other Positions:

In this case there should be cross overs with all other roles as part of your overseeing responsibilities. You should work with all positions to help them succeed.

## Transferable Skills:



Team Management



Leadership



Public Relations

## Training Modules:

- [Your Time on Committee](#)
- [Wellbeing](#)
- [Financial Management](#)
- [Running Events](#)
- [Inclusion](#)
- [Handover and Affiliation](#)



# Treasurer

## (compulsory)



**Time Commitment: Moderate**

### Role Description:

Treasurers are primarily responsible for the societies finances and spending. It also involves coordinating with fundraising efforts and ensuring the club doesn't overspend. Finances are often a large obstacle for student groups so it requires being creative with ways to raise funds and create sponsorships.

### Responsibilities and Expectations:

- Keep an accurate record of all expenditures and income.
- Act as a primary signatory on the funding account.
- Be responsible for coordinating grant funding and other financial applications.
- Process deposits and withdrawals from the groups funding account.
- Ensure all charity fundraising and donation is in line with the ULSU guidance.
- Not hold another core or non-core committee role within the groups committee.

### Desired Personal Skills:

- Well organised
- Able to creatively problem-solve when it comes to brainstorming ways to increase funds
- Competent with finances and money management
- Trustworthy
- Tech-savvy for generating grant funding applications, invoices and transferring funds.

### Common Crossovers With Other Positions:

- President / Vice-president
- Event coordinators/social secretaries (creating budgets, fundraising .e.g.)
- Wellbeing and Inclusion (helping out students with cost-of-living finances)

### Transferable Skills:



Money Management



Problem-Solving



Organisation

### Training Modules:

- [Your Time on Committee](#)
- [Wellbeing](#)
- [Financial Management](#)
- [Running Events](#)
- [Inclusion](#)



# Wellbeing and Inclusion (compulsory)



Time Commitment: Low Moderate

## Role Description:

The role requires you to signpost, not council. You work to ensure a safe and friendly environment within the society as well as ensure members know where to go to should they need support.

## Responsibilities and Expectations:

- To also prioritise your own mental health and create boundaries when it comes to distinguishing between disclosing and signposting.
- Be knowledgeable of support services offered across campus as well within the community.
- Uphold values of policies and code of conduct, ensuring to promote this to the rest of the society,
- Retain confidentiality during all times and stay unbiased in other members personal situations.
- Stay up to date with awareness events throughout the year as well as wellbeing Wednesday opportunities.
- Maintain risk assessments and update where needed.

## Desired Personal Skills:

- Friendly and approachable demeanour
- A good listener and communicator
- Strong attention to detail and observation skills
- Understanding and open-minded

## Common Crossovers With Other Positions:

- President / Vice-president
- Event coordinators/social secretaries (ensuring events are ran safely and safe spaces are created)
- Publicity/Social Media Officer (creating wellbeing Wednesday posts as well as ensuring conduct online)
- Treasurer (making sure members with difficult financial situations are considered and included)

## Transferable Skills:



Health and Safety  
Training



Relationship Building



Signposting

## Training Modules:

- [Your Time on Committee](#)
- [Wellbeing](#)
- [Financial Management](#)
- [Running Events](#)
- [Inclusion](#)



# Secretary



Time Commitment: High Moderate

## Role Description:

Many societies also have a secretary role to help with administration tasks and communications. The role often requires being up to date with all SU and university policies as well as take on publicity where there is not a specified role for it within the society.

## Responsibilities and Expectations:

- Attend society meetings both internally and externally to take minutes and keep track of discussions.
- Maintain accurate records and documentation of society activities.
- Professionally respond to student group emails as well as SU/university/external body communications.
- Ensure room booking requests are submitted timely and in line with the guidance.
- Ensure all applications, sign ups or bookings are submitted on time .e.g. competition entry.
- Keep an accurate record of memberships.
- Help to coordinate recruitment.

## Desired Personal Skills:

- Strong customer service abilities
- Organisation and ability to work to deadlines
- Attention to detail when it comes to policy and completing documents
- Punctuality

## Common Crossovers With Other Positions:

- President / Vice-president
- Publicity/social media (often where there isn't a separate role for this, the secretary takes on social media management)
- Events coordinator (for completing any admin and requests for events)

## Transferable Skills:



Administration



Communications



Task Management

## Training Modules:

- [Your Time on Committee](#)
- [Wellbeing](#)
- [Financial Management](#)
- [Running Events](#)
- [Inclusion](#)
- [Handover and Affiliation](#)
- [Understanding the Union Website](#)



# Event Coordinator



**Time Commitment: Low Moderate**

## Role Description:

Hosting events is a crucial element to a societies success and general performance. Event coordinator's are dedicated to planning, executing and running events throughout the year whether that's one offs or annual celebrations.

## Responsibilities and Expectations:

- Ensure the smooth and efficient running of society events.
- Keep updated with event organisation policy and regulations to ensure safety and good conduct.
- Ensure all event notification forms are submitted on time and any meetings regarding the event are attended.
- Oversee and manage event budgets as well as ticket sales with the treasurer.
- Remain consistent throughout the year, creating multiple opportunities for the society to host events.

## Desired Personal Skills:

- Creative thinker, able to stay updated with fresh ideas.
- Organisation and ability to work to deadlines.
- Able to think quickly and improvise during last minute changes and problems.
- Motivated and dedicated to providing valuable experiences.

## Common Crossovers With Other Positions:

- President / Vice-president
- Publicity/social media (for promotion of the events)
- Wellbeing and inclusion (to ensure safety and a friendly environment during events)
- Secretary (for securing room bookings and event notification forms)
- Treasurer (for allocating a budget to events and keeping track of purchases)

## Transferable Skills:



Organisation



Creative Problem Solving



Delegation

## Training Modules:

- [Your Time on Committee](#)
- [Wellbeing\\_](#)
- [Financial Management](#)
- [Running Events](#)
- [Inclusion](#)
- [Marketing\\_](#)





# Social Media / Publicity Officer



Time Commitment: Moderate

## Role Description:

Many societies have committee roles focused on the groups marketing, social media and publicity. This role is vital to how a society reaches out to other students especially during freshers week and key recruitment periods. It varies group to group, but this role tends to be suited for those interested in digital communications and public relations.

## Responsibilities and Expectations:

- Ensuring safe activity on social media, abiding by conduct policy.
- Promotion of your student group through social media, the SU website and marketing materials.
- Creating and upholding your societies branding, ensuring consistency and relevancy.
- Help to keep the societies publicity on trend, appealing to the likes and wants of the communities your society may fall under as well as other students.

## Desired Personal Skills:

- Creative thinker, able to stay updated with fresh ideas and trends.
- An eye for details, potentially a background in visual communication
- Good communication and customer service
- Tech-savvy, with a good/basic knowledge of digital creation.

## Common Crossovers With Other Positions:

- President / Vice-president
- Secretary (for communication and admin assistance)
- Event coordinator/social secretary (for advertising the groups events and opportunities)

## Transferable Skills:



Understanding of a Target Audience



Visual Communication



Digital Creation

## Training Modules:

- [Your Time on Committee](#)
- [Wellbeing](#)
- [Financial Management](#)
- [Running Events](#)
- [Inclusion](#)
- [Marketing](#)
- [Understanding The Union Website](#)

# Other Popular Roles



## Vice-President:



**Time Commitment: Low Moderate**

### Role Description:

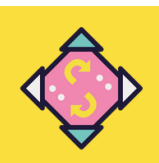
Vice presidents help out with many of the spare tasks and gaps within the society as well as helping out/standing in for the president where and when needed. They often help out with ensuring the success of other committee members tasks. It is a collaborative role where you should be prepared to pick up tasks across the board where needed.

### Desired Personal Skills:

- Ability to communicate professionally with other committee members, society members and external bodies.
- Strong organisation skills and ability to multi-task/prioritise.
- Able to stay unbiased during problems, misconduct or personal issues.

### Training Modules:

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- [Handover and Affiliation](#)



## Social Secretary:



**Time Commitment: Low**

### Role Description:

Social secretary roles tend to plan and prepare Wednesday nights out and evening social events for the group outside of the usual society sessions. They also tend to look after social media platforms where there isn't already a separate role for it. They take responsibility for ensuring the safety and wellbeing of members during the nights out and ensuring a welcoming environment both with the society members and any external organisations.

### Desired Personal Skills:

- Responsible.
- Unbiased and welcoming demeanour.
- Good organisation and problem-solving abilities.
- Able to communicate professionally, especially with external organisations.
- Creative mind for choosing social themes/activities.

### Training Modules:

- [Your Time on Committee](#)
- [Wellbeing](#)
- [Financial Management](#)
- [Running Events](#)
- [Inclusion](#)
- [Marketing](#)