

## COMMITTEE MEMBER ROLES

A committee is elected by members of your society at your Annual General Meeting if you are adopting a society or setting up a new society these roles can be appointed, and reviewed further down the line at your first AGM.

### KEY COMMITTEE MEMBER ROLES:

There are **THREE KEY ROLES** that every society must have, these are:

1. CHAIRPERSON
2. SECRETARY
3. TREASURER

### 1. CHAIRPERSON

The chairperson leads and oversees society activity. Their role is to offer support, advice and guidance to other committee members throughout the academic year.

#### WHAT WILL THE CHAIRPERSON DO?

##### Leadership & Support

- Lead & support the efficient running of the society.
- Set the societies direction and ensure that planned events and activities are in line with the society's objectives.
- Organise & chair regular committee meetings to discuss issues and ensure all Committee members have a voice.
- Support current & new committee members during hand over period.

##### Accountability

- Ensure society adheres to UUSU policies
- Ensure necessary paperwork is submitted
- Ensure AGM is an open and is a democratic process.
- Attend mandatory UUSU meetings, forums & training.

“ Being a committee member helped me realise the importance of balancing coursework and social activities. ”

### 2. SECRETARY

The secretary is the backbone of the society and ensures that things run smoothly. Your main aim is to communicate all exciting events and activities happening in your society so that members are enthused to get involved.

#### WHAT WILL THE SECRETARY DO?

##### Communication

- Be the voice of the society by ensuring members are welcomed to the society & kept up to date with events via email, website and social media.
- Issue agendas for meetings, take minutes and circulate

##### Administration

- Book rooms for meetings, events and stalls for promotion
- Submit an activity form and risk assessments in advance of all events.



## 3. TREASURER

You will work with your committee to ensure your events are budgeted for correctly and ensuring that the society has what it needs to grow and develop.

### WHAT WILL THE TREASURER DO?


#### Planning & Budgeting

- Keep an accurate record of income and expenditure throughout the year and ensure it is in line with UUSU records.
- Ensure costs relating to activities and events are examined and budgeted for accordingly.

#### Administration

- Ensure purchase and payment forms and funding application forms are completed correctly and submitted in time.
- Present an overview of society accounts at the AGM.

All committee members should attend mandatory UUSU forums, meetings, and training as well as Freshers and Refreshers Fayres. The entire committee should play a role in the end of year handover process review and should communicate effectively with the Student Activities Team.



Each committee member role has individual responsibilities and tasks, but the societies which operate most efficiently are those whose members work together as a team. Members should be prepared to step in to support and help one another (especially when assignments are due!).

All decision making should be democratic - no one person has the final say on any society business.

## OPTIONAL COMMITTEE MEMBER ROLES

The Mental Health and Wellbeing of students at Ulster is forefront of our minds in everything we do.

We aspire for students to engage with UUSU to maintain or improve their mental health and wellbeing and as such we encourage society committees to consider appointing a "Wellbeing Officer" to their committee.



Being on a committee has made me step outside of my comfort zone and made me so much more confident

## 4. WELLBEING OFFICER

The wellbeing officer will work closely with their fellow committee members to support the wellbeing of society members.

### WHAT WILL THE WELLBEING OFFICER DO?

- Undertake compulsory training such as Look after your Mate & Consent training.
- Ensure that the society is a welcoming environment for all.
- Proactively engage with student society members to make them aware of the role.
- Signpost students to services, resources and assistance available to support their mental health and wellbeing.
- Work with other committee members to deliver a wellbeing event which all society members are invited to.
- Support the mental health and wellbeing campaigns delivered by UUSU
- Understand the Societies Code of Conduct and ensure that it is adhered to by society members at all times.
- Follow the code of conduct breach process should an incident of unacceptable conduct occur.

Wellbeing Officers are not responsible for giving prescriptive advice, counselling, or therapy. Any issues of these natures must be signposted and assisted by UUSU Advice Bureau or Student Wellbeing.

Depending on the nature of your society you may find that you need additional roles to help you run effectively and as a result may wish to create additional Committee Roles to support the society and its members. You can extend your committee by including:

• Vice Chair roles • Social Media/Communications Officer • Events/Activities Officer • Academic Coordinator

Please provide us with a role description for any additional positions so we can ensure they are edge accredited- you should also amend your society constitution outlining any additional roles  
Think!

Whilst having a large committee may seem appealing, think first if those roles are actually needed to allow the society to function and if they will be beneficial to the society and the person in that role. i.e. if someone is