

## 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.



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### 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.

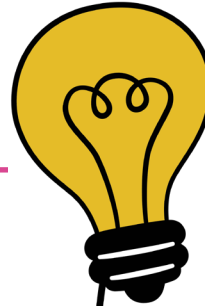
#### WHAT WILL THE TREASURER DO?

##### 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.

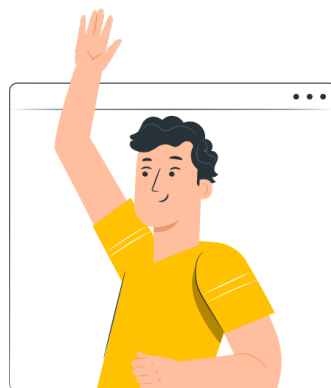
The entire committee should play a role in the end of year handover process and should communicate effectively with the Student Activities Team.

### OPTIONAL COMMITTEE/SOCIETY ROLES

Depending on the nature of your society you may find that you need additional help in running it, 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
- Wellbeing Officer



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

