

SOCIETY REP ROLES

The purpose of a UUSU society is to build a community of students with shared interests who can connect, form friendships and have fun in a shared space which is welcoming to all. Activities, events and trips organised by the society can enhance student life making it more diverse and enjoyable.

There are also lots of additional benefits for the reps who run the society. They have the opportunity to develop skills such as event planning, communication and problem solving which are important for personal development and for career progression.

Some societies promote awareness of important causes and campaigns, representing and advocating for others.

By getting involved with societies at UUSU you will be empowered **to shape your own university experience and that of your peers.**

Society reps are 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 elections held at your first AGM.

KEY SOCIETY REP ROLES:

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

1. EVENTS AND ACTIVITIES REP:

Responsible for delivering well-organized and enjoyable activities/events for members.

Tasks:

- Plan, coordinate and support the delivery of an annual programme of events and activities in line with the society's objectives and member interests.

“Being a society rep helped me realise the benefits of balancing uni work with social activities.”

- Consider opportunities to deliver joint events with other societies and UUSU led campaigns and activity.
- Submit all necessary paperwork to the Student Activities Team to ensure activities/events are approved in advance.
- Coordinate with fellow reps to ensure that activities/events are promoted to members, within budget and are welcoming and accessible to all.
- Provide event feedback to the Student Activities Team.

2. COMMUNICATIONS REP:

Responsible for engaging with members so they feel connected to the society.

Tasks:

- Facilitate regular discussions and meetings with fellow society reps.
- Note and record the actions agreed through the course of society rep discussions and meetings.
- Ensure that communication channels such as social media accounts and UUSU webpage are active, up to date and engaging with accurate information and interesting content.
- Ensure members are welcomed to the society & informed about upcoming events and activities.
- Respond to DMs, emails and comments from members.
- Liaise with the Student Activities team regularly ensuring that requests for information are responded to.
- Ensure that an AGM is held to appoint society reps for the next academic year.
- Support current & incoming society reps during the hand over period, liaising with SAT.

3. FINANCE REP:

Responsible for managing the society's finances, ensuring value for money for members.

Tasks:

- Oversee all income and expenditure keeping transparent and accurate records and ensuring the society is financially healthy.
- Ensure that everyone in attendance at society activities and events are registered members.
- Plan budgets for activities/events making sure they are affordable and realistic.
- Submit all necessary paperwork to handle payments, purchases and reimbursements.
- Apply for UUSU grants and funding where available.
- Present an overview of society accounts at the AGM.

4. EDI AND WELLBEING REP:

Responsible for supporting a society which is welcoming, accessible, and supportive for all members.

Tasks:

- Ensure that the society is a welcoming environment for all by respecting and celebrating difference amongst its members and encouraging a culture where everyone feels safe, respected, and heard.
- Consider the accessibility of events for members minimising any barriers to engagement.
- Consider EDI and wellbeing impacts when working with fellow reps to deliver activities and events.
- Gather feedback from members raising any concerns with the society reps and/or Student Activities Team.
- Understand and seek to uphold the Societies Code of Conduct at all times.
- Work with fellow society reps to support their wellbeing raising any concerns to your Student Activities teams.

Volunteering as a society rep has encouraged me to step outside of my comfort zone and made me so much more confident

- Support mediation in case of internal conflicts.
- Signpost members to services, resources and assistance available to support their mental health and wellbeing as required.
- Follow the code of conduct breach process should an incident of unacceptable conduct occur.

EDI and Wellbeing Reps are not responsible for giving prescriptive advice, counselling, or therapy. Students in need of additional support should be signposted to Student Wellbeing or UUSU Advice Bureau.

On occasion, a society might deem it necessary to extend the number of society rep roles. You may wish to include a Social Media Officer, Academic Coordinator or a first year rep for example.

You are required to provide us with a role description for any additional positions.

Whilst having a large rep team may seem appealing, consider first if additional roles are beneficial to the society. A larger rep team can often make decision making more challenging.

Each society rep 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