

## SOCIETY REP ROLES

**UUSU societies exist to bring students together around shared interests, creating a welcoming community where you can connect, make friends, and have fun. Through the events, activities, and trips they organise, societies help make university life richer, more diverse, and more enjoyable. .**

Being a society rep also comes with valuable personal benefits. Reps gain hands-on experience in event planning, communication, teamwork, and problem-solving skills that support both personal development and future career opportunities. Many societies also champion important causes and campaigns, giving students the chance to advocate for and represent others.

Getting involved in a society in a representative role empowers you to shape your university experience and contribute to a stronger student community. Society reps are elected by members at the Annual General Meeting (AGM). If you are adopting or starting a new society, roles may be appointed initially, with elections held at your first **Society Annual General Meeting**.

Every society must have four key society rep roles:

### 1. EVENTS AND ACTIVITIES REP:

#### **Purpose:**

To organise well-planned, enjoyable, and inclusive **activities and events** for society members.

#### **Key Responsibilities:**

- Plan, coordinate, and support the delivery of an annual programme of events and activities that reflect the society's aims and the interests of its members.
- Explore opportunities to run joint events with other societies, as well as with UUSU-led campaigns and activities.

**Being a society rep showed me that uni work and a social life really can go hand in hand.**

- Submit all required paperwork to the Student Activities Team to ensure events and activities are approved and supported.
- Work collaboratively with fellow reps to ensure activities/events are well promoted, within budget, and welcoming and accessible to all students.
- Provide event feedback to the Student Activities Team to support continuous improvement.

### 2. COMMUNICATIONS REP:

#### **Purpose:**

To keep members informed, engaged, and connected to the society through clear, consistent, and welcoming **communication**

#### **Key Responsibilities:**

- Facilitate regular discussions and meetings with fellow society reps to ensure smooth coordination.
- Record and share agreed actions arising from society meetings and rep discussions.
- Ensure all communication channels — including social media platforms and the **society UUSU webpage** are active, up-to-date, engaging, and accurate.
- Welcome new members and keep all members informed about upcoming events, activities, and opportunities to get involved.
- Respond promptly and appropriately to direct messages, emails, and comments from members.
- Maintain regular contact with the Student Activities Team and respond to any requests for information.
- Ensure that an AGM is organised and held to elect society reps for the next academic year.
- Support current and incoming reps during **the handover** period, liaising with the Student Activities Team to ensure a smooth transition.

### 3. FINANCE REP:

#### Purpose:

To manage the **society's finances** responsibly, ensuring transparency, value for money, and long-term financial stability.

#### Key Responsibilities:

- Oversee all income and expenditure, keeping clear, accurate, and transparent financial records to ensure the society remains financially healthy.
- Ensure that everyone attending society activities and events is a registered society member.
- Plan realistic and affordable budgets for events and activities.
- Submit all required paperwork to process payments, purchases, and reimbursements in line with UUSU procedures.
- Apply for UUSU grants and other available funding opportunities to support society activities.
- Present a financial overview of the society's accounts at the AGM.

### 4. EDI AND WELLBEING REP

#### Purpose:

To ensure the society is welcoming, accessible, inclusive, and supportive for all members, promoting a positive culture and prioritising **wellbeing**

#### Key Responsibilities:

- Foster a welcoming environment by respecting and celebrating members' differences, and encouraging a culture where everyone feels safe, respected, included, and heard.
- Consider accessibility needs when planning events and activities, minimising barriers to participation wherever possible.
- Work with fellow reps to ensure that Equality, Diversity & Inclusion (EDI) and wellbeing considerations are embedded in all society activities and events.

**Volunteering as a society rep really helped me step out of my comfort zone — I'm so much more confident now.**

- Gather feedback from members and raise any concerns with fellow society reps and/or the Student Activities Team.
- Understand and uphold the **UUSU Code of Conduct** at all times.
- Support fellow reps by promoting positive wellbeing and escalating any concerns to the Student Activities Team.
- Assist with mediation in cases of internal conflict, helping to maintain a healthy and respectful society environment.
- Signpost members to appropriate wellbeing services, resources, and support when needed.

**EDI and Wellbeing Reps are not expected to provide personal advice, counselling, or therapy. If a student needs extra support, they can be signposted to Student Wellbeing or the UUSU Advice Bureau, where trained staff can offer the appropriate help.**

There may be times when a society feels it is necessary to expand by creating additional rep roles. Examples might include a Social Media Officer, Academic Coordinator, or a First Year Rep. If you introduce any new positions, you are required to provide the Student Activities Team with a role description outlining the purpose and responsibilities of the role.

While having a larger rep team can seem appealing, it's important to consider whether additional roles will genuinely benefit the society. Larger numbers of reps can sometimes make decision making more complex and slow down progress.

## YOUR COMMITMENT

**By accepting the role of a Society Representative for a UUSU student-led society, you are agreeing to collectively support the success, inclusivity, and sustainability of your society. This commitment includes the following responsibilities:**

- Attend all required induction and training sessions
- Actively promote and showcase your society at Freshers' and Refreshers' Fairs
- Attend Society Forums
- Complete and submit all relevant paperwork to support effective financial management and the successful delivery of events and activities
- Deliver a minimum of three events per semester
- Meet with the Student Activities Team at least once per semester
- Maintain an up-to-date society page on the UUSU website
- Hold an Annual General Meeting (AGM) to elect Society Representatives for the following academic year

Each society rep has their own individual responsibilities, but the most effective societies are those where reps collaborate closely as a team. Members should be prepared to support one another when needed (especially during busy academic periods!). Decision making should always be democratic — no single person has the authority to make decisions on behalf of the society without input from others. society environment.

Your commitment won't go unnoticed. Your experience and contribution will be recognised and rewarded — find out more about what's on offer for Society Representatives [here](#).