

# Committee Role Guide for Clubs and Societies

Within your Club and Society, your committee is made up of three core roles, Chair, Vice Chair Finance and Admin, and Vice Chair Inclusivity and Promotions. These are the three roles that are considered essential to the primary functioning of a club/society.

Social Secretaries, although not a core role, is very common among clubs and societies and so we have provided a brief role description for what is expected within this role. We have also provided a brief role description for a RAG rep and a TeamWorc ACTION rep if this is something your club/society has a designated committee member to focus on these areas. Any additional roles within the committee are agreed within the club/society committee and a description for these roles must be included within your constitution.

If there is not a specific committee member for certain duties and tasks, these are to be delegated amongst the committee (either assigned at the start of the year or switched throughout the year depending on time commitments). For example, if there is no social secretary, one committee member must be responsible for running responsible socials if this is something the club/society intends to do. We have provided a list of duties and responsibilities at the end of this document to be delegated amongst committee members.

<h2>Chair</h2>	
The Chair is the leader and main spokesperson for the club/society, taking responsibility for managing the committee and the affairs of the club/society. The Chair ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and effective decisions taken, communicated and enacted.	
<b>Time Commitment:</b> Varying throughout the year with an average of 5-10 hours a week	You are ultimately <b>responsible to</b> the members of your club/society. You'll also have <b>key relationships</b> with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.
<b>Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"> <li>• Be the first point of contact for the club/society</li> <li>• Represent the club/society in relations with the University, the Students' Union and external organisations and businesses.</li> </ul>	

- Communicate regularly with the VPSA and relevant Students' Union members of staff.
- Attend meetings with the Students' Union and/or the University, including committee training, one-to-one meetings, TeamWorc Council meetings and group meetings with other clubs and societies. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.
- Take responsibility for managing the committee and the affairs of the society/club, including planning and running meetings according to the constitution
- Take responsibility for leading the club/society and for building and maintaining the club/society's reputation. To be clear, you will assist the Students' Union in regarding any investigation into the behaviour and actions of your members.
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- Oversee and guide all decisions taken by the committee and communicate these to all members
- Coordinate the committee, ensuring that members undertake their role in an efficient and effective manner
- Liaise with the Vice Chair Finance and Admin on the agenda for meetings and approve minutes before they are circulated
- Liaise with the Vice Chair Finance and Admin to ensure that funds are collected and spent properly, in the best interests of the club/society
- Plan for recruitment and renewal of the committee in liaison with Vice Chair Inclusivity and Promotions and how you can be inclusive to all students

**The Following apply to all committee members:**

- Sign post any member of the club and society who needs support to the SU or appropriate services within the University.
- To be supportive of and an ambassador for the Students' Union and the University
- Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these
- Ensure you consider accessibility requirements when planning or running anything associated with your club/society in order to be proactive in being inclusive
- Be aware of different needs of different students and how you in your role can adapt what you do in your club/society to include a wide range of students

**Ideal qualities and skills:**

- Strong leadership skills
- Reliable and prepared to make the required regular time commitments
- Good listening skills, written and verbal communication skills
- Good at time-keeping and good organisational skills

<ul style="list-style-type: none"> <li>• Excellent discipline</li> <li>• Creativity, innovation and problem-solving skills</li> <li>• Tact, diplomacy and good negotiating skills</li> </ul>	
<b>Opportunity:</b> <ul style="list-style-type: none"> <li>• A unique opportunity to be part of a committee</li> <li>• To be engaged with the Students' Union</li> <li>• To make sure events are well planned and be the face of your Club/Society</li> </ul>	<b>Benefits:</b> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills that will make you more employable</li> <li>• Practical experience of organising and managing a group of people.</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record.</li> </ul>
<b>Skills gained:</b> Participating in this opportunity will enable you to develop and practice the following skills: <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one entity or group to another</li> <li>• Organisation skills - be clear on what you do and gain how to make sure all aspects are taken care off</li> <li>• Teamwork - you will be working collaboratively with a group of people in order to achieve a goal</li> <li>• Leadership skills - as Chair you will learn how to lead a group of individuals</li> </ul>	

<h2>Vice Chair Finance and Admin</h2>	
<p>The Vice Chair Finance and Admin of the club/society is the key information and reference point for the Chair, committee members and members. They will ensure the smooth running of club/society's admin including meeting minutes and agendas. They also have ultimate responsibility for ensuring that the club/society's financial matters run smoothly.</p>	
<b>Time Commitment:</b> Varying throughout the year with an average of 5-10 hours a week	You are ultimately <b>responsible to</b> the members of your club/society. You'll also have <b>key relationships</b> with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.
<ul style="list-style-type: none"> <li>• Liaise with the chair to plan meetings, compile agendas and circulate agendas, reports and minutes to committee members and present reports on income and expenditure</li> <li>• Attend TeamWorc Council meetings</li> <li>• Regularly check membership lists and ensure members have paid their memberships</li> </ul>	

- Keep up-to-date details of key external contacts, such as coaches, speakers, University staff members etc. and share them with Vice Chair Inclusivity and Promotions
- Ensure that accurate records of the club/society's activities are kept, including records of financial transactions, meetings, events, fixtures etc.
- Take responsibility for ensuring that the club/society's equipment, materials and kit is safely and securely stored and is maintained in an appropriate manner
- Take responsibility for the finances of the club/society, with support from the Students' Union's Finance Team
- Liaise with Vice Chair Inclusivity and Promotions on identifying potential sources of income, including fundraising activities, sponsorship opportunities, grant applications and fundraising.
- Deal efficiently and effectively with all invoices and bills
- Ensure that funds are spent properly
- Plan the annual budget, in agreement with the committee and in conjunction with the Students' Union and monitor the budget throughout the year
- Ensure that only authorised signatories are permitted to withdraw funds from club/society accounts
- To apply for and keep a record of TeamWorc Points

**The Following apply to all committee members:**

- Sign post any member of the club and society who needs support to the SU or appropriate services within the University.
- To be supportive of and an ambassador for the Students' Union and the University
- Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these
- Ensure you consider accessibility requirements when planning or running anything associated with your club/society in order to be proactive in being inclusive
- Be aware of different needs of different students and how you in your role can adapt what you do in your club/society to include a wide range of students

**Ideal qualities and skills:**

- Reliable and prepared to make the required regular time commitments
- Enthusiasm for the role
- Honesty and integrity
- Excellent communication skills, confident with numbers and good attention to detail
- Willingness to take responsibility and accept accountability
- Good organisational skills, the ability to ensure others are well organised and keep accurate records
- Good IT skills and ability to use electronic communication methods effectively

<ul style="list-style-type: none"> <li>• Ability to delegate where appropriate</li> </ul>	
<p><b>Opportunity:</b></p> <ul style="list-style-type: none"> <li>• A unique opportunity to be part of a committee</li> <li>• To be engaged with the Students' Union</li> <li>• To make sure events and activities are well planned and be the face of your Club/Society</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills and experience that will make you more employable</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record</li> </ul>
<p><b>Skills gained:</b> Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one entity or group to another</li> <li>• Organisation skills - be clear on what you do and gain how to make sure all aspects are taken care off</li> <li>• Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.</li> <li>• Financial skills - enquiring with companies about purchases to get quotes to ensure your budget is managed</li> </ul>	

<h2>Vice Chair Inclusivity and Promotions</h2>	
<p>The purpose of this role is to manage the club's social media and promotions, making sure members know about what is going and to work with the rest of the club/society committee to increase memberships, focusing particularly on students who face barriers to participation</p> <p>These students might include (but aren't limited too):</p> <ul style="list-style-type: none"> <li>- Commuting</li> <li>- Mature</li> <li>- Student Parents</li> <li>- Disability</li> <li>- LGTBO+</li> <li>- Black, Asian and Ethic Minority</li> <li>- Students from different countries or cultural backgrounds</li> <li>- Students from lower socio-economic backgrounds</li> </ul>	
<p><b>Time Commitment:</b> Varying throughout the year with an average of 5-10 hours a week</p>	<p>You are ultimately <b>responsible to</b> the members of your club/society. You'll also have <b>key relationships</b> with your</p>

	club/society committee, VP Student Activities (VPSA) and SU Activities Staff.
<p><b>Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To be the lead committee member for organising and delivering your club/society stall at Societies &amp; Sports Fair, ensuring it is attractive to those students who might face barriers to participation</li> <li>• Work with the committee to ensure activities and events being organised are attractive to a diverse range of members throughout the year</li> <li>• Promote and engage in other student groups inclusive campaigns and events</li> <li>• To be the lead in improving the club's/society's inclusive practice and be recognised by the TeamWorc UNITED accreditation scheme</li> <li>• To be a warm and welcoming public face to all members and potential members, throughout the academic year at key events and to be the lead committee member in organising a rep of the club/society to attend Open Days, promoting your event and activities</li> <li>• Work with the committee to increase the membership of the club/society</li> <li>• Attend TeamWorc Council meetings and SU training related to the role</li> <li>• Be a point of contact for members wishing to obtain a refund from the club/society and help them with their decision.</li> <li>• Work with the rest of the committee to ensure the club/society have the correct social media channels which are kept up to date with content and to promote events/activities/matches/training</li> <li>• Communicate regularly and efficiently with the Students' Union, including keeping the relevant members of SU Staff informed of activities, including match scores where appropriate.</li> <li>• Deal with correspondence to and from the club/society and maintain and update the club/society's mini-site on the SU's website</li> <li>• Liaise with Vice Chair Finance and Admin on identifying potential sources of income, including fundraising activities, sponsorship opportunities, grant applications and fundraising</li> <li>• Take the lead on communicating with members and ensuring that members have the opportunity to communicate back</li> <li>• Plan for recruitment and renewal of the committee in liaison with the Chair and how you can be inclusive to all students</li> </ul>	
<p><b>The Following apply to all committee members:</b></p> <ul style="list-style-type: none"> <li>• Sign post any member of the club and society who needs support to the SU or appropriate services within the University.</li> <li>• To be supportive of and an ambassador for the Students' Union and the University</li> <li>• Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these</li> </ul>	

<ul style="list-style-type: none"> <li>• Ensure you consider accessibility requirements when planning or running anything associated with your club/society in order to be proactive in being inclusive</li> <li>• Be aware of different needs of different students and how you in your role can adapt what you do in your club/society to include a wide range of students</li> </ul>	
<p><b>Ideal qualities and skills</b></p> <ul style="list-style-type: none"> <li>• Reliable and prepared to make the required regular time commitments</li> <li>• Excellent communication skills and conducts in a professional manner</li> <li>• Enthusiasm for the role</li> <li>• Willingness to take responsibility and accept accountability</li> <li>• Understanding of inclusion issues and barriers to participation</li> <li>• Awareness of or willing to educate on accessibility requirements on social media</li> <li>• Creative and has knowledge of digital marketing resources e.g. Canva</li> </ul>	
<p><b>Opportunity:</b></p> <ul style="list-style-type: none"> <li>• A unique opportunity to be part of a committee</li> <li>• To be engaged with the Students' Union</li> <li>• To make sure events and activities are well planned and be the face of your Club/Society</li> </ul>	<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li>• Gain a wide range of practical skills and experience that will make you more employable</li> <li>• Relevant training/on-going personal development</li> <li>• Qualify towards the Worcester Award and V Record</li> </ul>
<p><b>Skills gained:</b> Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> <li>• Communication skills - conveying intended meanings from one entity or group to another</li> <li>• Organisation skills - be clear on what you do and gain how to make sure all aspects are taken care off</li> <li>• Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.</li> </ul>	

## Additional Roles

Although additional roles are not termed "Core Committee Roles" if these roles form part of a committee they are considered as core members and receive the same support from the Students' Union in these roles. Please note, they are not viewed as inferior to the 3 core roles.

## Social Secretary

The purpose of this role is to be responsible for ensuring socials are a fundamental part of the club/society. This specific role is extremely diverse, as it requires planning, organisation, delivery of the social and, generally providing fun and engaging and inclusive activities for members to enjoy. Whether these are evenings out, weekends away, or just a meal at someone's house, your members will get to know each other better and enjoy themselves more.

**Time Commitment:** Varying throughout the year with an average of 5-10 hours a week

You are ultimately **responsible to** the members of your club/society. You'll also have **key relationships** with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.

### **Duties & Responsibilities:**

- Working with the rest of the committee, to organise social events, trips, activities, and end of year celebrations, providing a structured plan of socials and other events/activities throughout the year
- Work with the committee to plan and organise fundraising events for charity or your club/society
- Working with the Vice Chair Inclusivity and Promotions to organise and co-ordinate all social events for all members of the club/society to participate in, ensuring you take an inclusive approach
- Work with the committee to promote your Club/Society effectively.
- Ensure everyone has a great and safe experience and new members are made to feel welcomed and involved
- Communicate to your members what is going on and other students who may wish to join.
- Respect and uphold the SU's zero tolerance approach to inappropriate behavior and anything that might be construed as constituting an 'initiation' when planning activities.
- Follow SU and University processes and rules around socials in University managed accommodation and ensure all necessary paperwork is completed according to the stipulated time frames.
- Ensure that all members of the club and society maintain appropriate behavior and follow the code of conduct throughout the social event.
- Liaise with the Students' Union on any issues that arise during social events, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters.

### **The Following apply to all committee members:**

- Sign post any member of the club and society who needs support to the SU or appropriate services within the University.
- To be supportive of and an ambassador for the Students' Union and the University



<ul style="list-style-type: none"> <li>Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these</li> </ul>	
<b>Ideal qualities and skills</b> <ul style="list-style-type: none"> <li>Motivated</li> <li>Good organisation skills and able to plan effectively</li> <li>A creative thinker, innovation and problem-solving skills</li> <li>Understanding of inclusion issues and barriers to participation</li> <li>Highly personable/approachable</li> <li>Respect of member's personal values and also well respected by club/society members</li> </ul>	
<b>Opportunity:</b> <ul style="list-style-type: none"> <li>A unique opportunity to be part of a committee</li> <li>To be engaged with the Students' Union</li> <li>To make sure events and activities are well planned and be the face of your Club/Society</li> </ul>	<b>Benefits:</b> <ul style="list-style-type: none"> <li>Gain a wide range of practical skills and experience that will make you more employable</li> <li>Relevant training/on-going personal development</li> <li>Qualify towards the Worcester Award and V Record</li> </ul>
<b>Skills gained:</b> Participating in this opportunity will enable you to develop and practice the following skills: <ul style="list-style-type: none"> <li>Communication skills - conveying intended meanings from one entity or group to another</li> <li>Organisation skills - be clear on what you do and gain how to make sure all aspects are taken care off</li> <li>Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.</li> </ul>	

<h2>RAG Rep</h2>	
<p>The purpose of this role is to be responsible for generating ideas, encouraging members to participate in fundraising events, and organising club/society RAG events. This specific role is extremely diverse, as it requires planning, organisation, delivery of RAG events and, generally providing fun and engaging and inclusive activities for members and students to enjoy all whilst raising money for charity or the club/society.</p>	
<b>Time Commitment:</b> Varying throughout the year with an average of 3-5 hours a week	You are ultimately <b>responsible to</b> the members of your club/society. You'll also have <b>key relationships</b> with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.
<b>Duties &amp; Responsibilities:</b>	

- To attend committee meetings and provide a structured plan for your RAG activities
- To report on RAG activities to the committee and the Students' Union
- To liaise with Vice Chair Finance and Admin to agree a budget (income and expenditure) for any RAG activity, ensuring any fundraising is in line with charity law (the SU will provide advice and guidance on this)
- To liaise with Vice Chair Inclusivity and Promotions to secure donated/sponsored prizes when hosting RAG events
- To be the main point of contact for your club/society for the SUs Student Opportunities Coordinator and inform them of your proposed activities
- Work with the RAG committee and engage with their activities
- To liaise with Vice Chair Inclusivity and Promotions to promote your RAG activities to raise money for your chosen charity or club/society
- Ensure risk assessments for activities are completed in conjunction with the Chair and Vice Chair Finance and Admin

**The Following apply to all committee members:**

- Sign post any member of the club and society who needs support to the SU or appropriate services within the University.
- To be supportive of and an ambassador for the Students' Union and the University
- Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these
- Ensure you consider accessibility requirements when planning or running anything associated with your club/society in order to be proactive in being inclusive
- Be aware of different needs of different students and how you in your role can adapt what you do in your club/society to include a wide range of students

**Ideal qualities and skills**

- Motivated
- Good organisation skills and able to plan effectively
- A creative thinker, innovation and problem-solving skills
- Understanding of inclusion issues and barriers to participation
- Highly personable/approachable
- Respect of member's personal values and also well respected by club/society members

**Opportunity:**

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union
- To make sure events and activities are well planned and be the face of your Club/Society

**Benefits:**

- Gain a wide range of practical skills and experience that will make you more employable
- Relevant training/on-going personal development
- Qualify towards the Worcester Award and V Record

**Skills gained:** Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills - conveying intended meanings from one entity or group to another
- Organisation skills - be clear on what you do and gain how to make sure all aspects are taken care off
- Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.

## TeamWorc ACTION Rep

The purpose of this role is to be responsible for coordinating members to attend TeamWorc ACTION days ran by the Students' Union or other student groups as well as generating ideas and conducting the club's/society's own TeamWorc ACTION day. This specific role is extremely rewarding as you get involved with our volunteering strand of the Students' Union which includes a lot of different types of volunteering opportunities.

**Time Commitment:** Varying throughout the year with an average of 3-5 hours a week

You are ultimately **responsible to** the members of your club/society. You'll also have **key relationships** with your club/society committee, VP Student Activities (VPSA) and SU Activities Staff.

### **Duties & Responsibilities:**

- To attend committee meetings and provide a structured plan for your TeamWorc ACTION/volunteering activities
- To report on TeamWorc ACTION activities to the committee and the Students' Union
- To be the main point of contact for your club/society for the SU Student Opportunities Coordinator and inform them of your proposed activities and coordinate members to attend the TeamWorc ACTION days ran by the Students' Union
- To liaise with Vice Chair Inclusivity and Promotions to promote TeamWorc ACTION activities
- In conjunction with Vice Chair Inclusivity and Promotions seek volunteering opportunities for your club/society to get involved with
- In conjunction with Vice Chair Finance and Admin provide a Volunteering plan to attract sponsorship

### **The Following apply to all committee members:**

- Sign post any member of the club and society who needs support to the SU or appropriate services within the University.
- To be supportive of and an ambassador for the Students' Union and the University

- Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these
- Ensure you consider accessibility requirements when planning or running anything associated with your club/society in order to be proactive in being inclusive
- Be aware of different needs of different students and how you in your role can adapt what you do in your club/society to include a wide range of students

**Ideal qualities and skills**

- Motivated
- Good organisation skills and able to plan effectively
- A creative thinker, innovation and problem-solving skills
- Understanding of inclusion issues and barriers to participation
- Highly personable/approachable
- Respect of member's personal values and also well respected by club/society members

**Opportunity:**

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union
- To make sure events and activities are well planned and be the face of your Club/Society

**Benefits:**

- Gain a wide range of practical skills and experience that will make you more employable
- Relevant training/on-going personal development
- Qualify towards the Worcester Award and V Record

**Skills gained:** Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills - conveying intended meanings from one entity or group to another
- Organisation skills - be clear on what you do and gain how to make sure all aspects are taken care off
- Teamwork - you will be working collaboratively with a group of people in order to achieve a goal.

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## Other Duties and Responsibilities to be delegated across Committee Members

Including but not limited to:

- Socials and Sober Socials and attend Social Secretary training (if no social secretary)
- Organising member participation in RAG events (led by RAG committee or other student groups) (if no RAG rep)
- Leading RAG initiatives and/or organising RAG events (if no RAG rep)
- Organising member participation in TeamWorc ACTION events (if no TeamWorc ACTION rep)
- Leading and organising TeamWorc ACTION events (if no TeamWorc ACTION rep)

Please consider other duties and responsibilities that are important for your club or society to reach its aims and objectives and how these are delegated across committee members.

These duties and responsibilities do not need to be fixed to certain committee members and can be changed across the year.