

Committee Role Guide for Clubs and Societies

Within your Club and Society, you will have four Core roles, Chair, Treasurer, Secretary and Inclusivity Rep that make up your committee. Any additional roles within the committee are agreed within the club/society. A role description must be included within your constitution.

<p>Role: Chair</p> <p>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.</p>	
<p>Time Commitment:</p> <p>Varying throughout the year with an average of 10 hours a week</p>	<p>Responsible to:</p> <p>Your club/society committee, VP Student Activities (VPSA) and members of your club/society</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Be the first point of contact for the club/society • Take responsibility for leading the club/society and for building and maintaining the club/society's reputation. To be clear, you will be held responsible for the behaviour and actions of your members. • Represent the club/society in relations with the University, the Students' Union and external organisations and businesses. • 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 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 club, including planning and running meetings according to the constitution • 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 • In conjunction with the secretary, prepare and present an annual report • Liaise with the secretary on the agenda for meetings and approve minutes before they are circulated • 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 • Liaise with the treasurer 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 • To be supportive of and an ambassador for the Students' Union and the University 	
<p>Ideal personal Qualities:</p> <ul style="list-style-type: none"> • 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 • Excellent discipline • Creativity, innovation and problem-solving skills 	

- Tact, diplomacy and good negotiating skills

Opportunity:

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

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of organising and managing a group of people.
- 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
- Leadership skills – as Chair you will learn how to lead a group of individuals

<p>Role: Secretary</p> <p>The secretary of the club/society is the key information and reference point for the chair, committee members and members as well as the named contact for communications with the Students' Union, University and external organisations.</p>	
<p>Time Commitment:</p> <p>Varying throughout the year with an average of 10 hours a week</p>	<p>Responsible to:</p> <p>Your club/society committee, VP Student Activities (VPSA) and members of your club/society</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Liaise with the chair to plan meetings, compile agendas, circulate agendas, reports and minutes to committee members • Keep up-to-date contact details of club/society members and regularly check membership lists with the relevant members of SU Staff. • Keep up-to-date details of key external contacts, such as coaches, speakers, University facilities etc. • Ensure that accurate records of the club/society's activities are kept, including meetings, events, fixtures etc. are kept and are forwarded to the Vice President Student Activities and the including keeping the relevant members of SU Staff informed of activities, • Deal with correspondence to and from the club/society and maintain and update the club/society's minutes on the SU's website • Take the lead on communicating with members and ensuring that members have the opportunity to communicate back • Be familiar with the constitution of the club/society, any club rules and committee procedures and also the constitution, byelaws and regulations of Worcester Students' Union and be responsible for ensuring that the club/society complies with these • 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 • Communicate regularly and efficiently with the Students' Union, including keeping the relevant members of SU Staff informed of activities, including match scores where appropriate. 	
<p>Essential qualities and skills</p> <ul style="list-style-type: none"> • Reliable and prepared to make the required regular time commitments • Excellent communication skills 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 • Ability to delegate where appropriate • Supportive of and an ambassador for the Students' Union and the University 	
<p>Opportunity:</p> <ul style="list-style-type: none"> • 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 	<p>Benefits:</p> <ul style="list-style-type: none"> • 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
<p>Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • 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. 	

<p>Role: Treasurer</p> <p>The treasurer acts as the club/society's finance manager and has ultimate responsibility for ensuring that the club/society's financial matters run smoothly. Membership fees for all clubs and societies are payable only online, so no committee member should accept payment for membership directly from any student. All membership fees will be transferred into the relevant club/society account.</p>	
<p>Time Commitment:</p> <p>Varying throughout the year with an average of 10 hours a week</p>	<p>Responsible to:</p> <p>Your club/society committee, VP Student Activities (VPSA) and members of your club/society</p>
<p>Duties & Responsibilities</p> <ul style="list-style-type: none"> • Take responsibility for the finances of the club/society, with support from the Students' Union's Finance Manager • Take the lead on identifying potential sources of income, including fundraising activities, sponsorship opportunities and grant applications • Deal efficiently and effectively with all invoices and bills • Keep up-to-date records of all financial transactions • Ensure that funds are spent properly • Issue receipts and record all money received • Attend committee meetings and present reports on income and expenditure • 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 • 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 	
<p>Essential qualities and skills</p> <ul style="list-style-type: none"> • Reliable and prepared to make the required regular time commitments • Enthusiasm for the role • Honesty and integrity • Willingness to take responsibility and accept accountability • Confident with numbers and good attention to detail • Good written and verbal communication skills • Ability to keep accurate records • Good organisational skills • Supportive of and an ambassador for the Students' Union and the University 	
<p>Opportunity:</p> <ul style="list-style-type: none"> • 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 	<p>Benefits:</p> <ul style="list-style-type: none"> • 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
<p>Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • 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. 	

Role: Inclusivity Rep

The purpose of this role is to increase the numbers of students, from diverse backgrounds accessing a given Club or Society and to ensure that Clubs and Societies proactively seek to be inclusive. This position will work to create a friendly environment for all members. It will coordinate any welfare activities and will be the point of contact if students have an issue and will signpost to the relevant services in the union.

Time Commitment:

Varying throughout the year with an average of 10 hours a week

Responsible to:

Your club/society committee, VP Student Activities (VPSA) and members of your club/society

Duties & Responsibilities:

- To be a warm and welcoming public face to all members and potential members.
- Take a proactive approach to ensure Clubs and Societies inclusivity.
- To promote members interest and inclusivity in all Committee decisions.
- Organise events that are attractive to a diverse range of members.
- To be a point of contact for any member of a Club or Society and signpost any issues onto the SU.
- Ensuring confidentiality around issues is kept between Committee and SU Staff.
- Support the Committee to implement SU policies on Welfare and Inclusivity.
- To attend all SU Training and to attend the Activities Inclusivity Forum once per semester.

Essential qualities and skills

- Reliable and prepared to make the required regular time commitments
- Excellent communication skills
- Enthusiasm for the role
- Willingness to take responsibility and accept accountability
- Supportive of and an ambassador for the Students' Union and the University

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
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A number of clubs/societies will have Social Secretaries; we have provided a brief role description for this role below.

<p>Role: Social Secretary</p> <p>The purpose of this role is to be responsible for ensuring socials are a fundamental part of being 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 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. Socials of any kind are a great way to break down barriers between old and new members.</p>	
<p>Time Commitment: Varying throughout the year with an average of 10 hours a week</p>	<p>Responsible to: Your club/society committee, VP Student Activities (VPSA) and members of your club/society</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Organising social events, trips, activities, and end of year celebrations. • Organise a wide range of socials – do not just think about drinking related socials. • Promote your Club/Society effectively. • Provide a structured plan of socials throughout the year • Ensure everyone has a great and safe experience • Ensuring 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. • Plan and organise fundraising events. • Remember – initiations are not permitted • Work with the Inclusivity Rep to ensure Socials/Events are inclusive to all members 	
<p>Essential qualities and skills</p> <ul style="list-style-type: none"> • An eye for a good time • Motivated • Good organisation skills and able to plan effectively • A creative thinker, innovation and problem-solving skills • Understanding of inclusion issues • Highly personable/approachable • Respect of member's personal values (e.g. not drinking) and also well respected by club/society members 	
<p>Opportunity:</p> <ul style="list-style-type: none"> • 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 	<p>Benefits:</p> <ul style="list-style-type: none"> • 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
<p>Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:</p> <ul style="list-style-type: none"> • 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. 	