

Committee Role Guide for Clubs and Societies

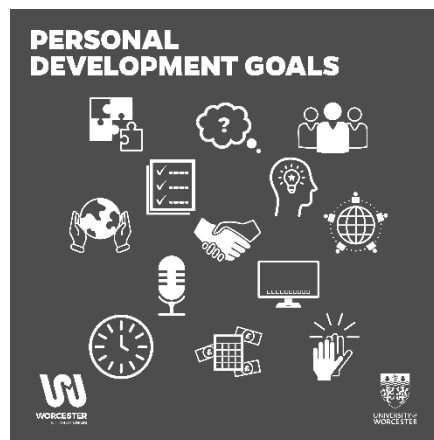
What is a Committee?

Every club or society is run by students, for students. The committee is a team of elected members who help organise events, manage the group, and make sure everything runs smoothly. All groups must have a **Chair**, **Vice Chair** **Finance & Admin**, and **Vice Chair Inclusivity & Promotions** – but many also include roles like **Social Secretary** or **RAG Rep**. You can even create new roles if needed, as long as they're agreed by your group and approved by the SU.

Why should you become a Committee Member?

Joining a club or society committee is one of the best ways to make the most of your university experience.

- 🎓 Gain valuable experience that will contribute towards your Personal Development Goals
- 👏 Make a real impact on student life
- 💙 Meet new people, grow your network, and help create a welcoming, inclusive community for others.
- 🎉 And have lots of fun on the way!



Key Terms:

Student Activities Council	A meeting conducted four times a year for committee members from Sports Clubs, Societies and Student Led Services to drive debate, consider issues, form policy and create a space for collaboration, feedback and support on the Union's work on societies, sport, volunteering and student-led charity fundraising.
Annual General Meeting (AGM)	A meeting for all members of the Sports Club or Society that takes place each year, where the Committee Members report on activities for the year. It will also allow

	members to approve the Sports Club or Society affiliations and constitutions; it may also include committee elections.
Constitution	A document that sets out the rules and regulations for a society, sports club or student-led service. These can be found on your SU student group webpages (also referred to as your mini-sites).
TeamWorc Points	Accreditation scheme for clubs & societies who can accumulate points for a range of different activities and engagement, and they can achieve Bronze, Silver or Gold.
TeamWorc UNITED	Recognises clubs and societies who develop their inclusive practice to ensure more students are included.
Code of Conduct	Sets out the standards to which we expect individual members and our affiliated student groups to abide, as well as our complaints and disciplinary procedures.
Byelaw 6	The Bye Laws are the 'instruction manual' for how the Students' Union should work. Bye Law 6 outlines the rules and regulations of all societies, sports clubs and student-led services (e.g. RAG) affiliated to the Students' Union.
Committee Fest	A range of in-person training sessions delivered by the SU Activities Team for all committee members held before the new academic term starts.
Welcome Festival & Welcome Fair	The first week of the academic year where a range of activities are put on for new and returning students. The Welcome Fair gives student groups an opportunity to promote their club/society to recruit new members.
RAG (Raise and Give)	The name for our fundraising strand of the Students' Union. You can raise funds for charity or your student group.
TeamWorc ACTION	The name for our volunteering strand of the Students' Union. As committee members you are all volunteers and can arrange TeamWorc ACTION days for your student group.



Committee Member - What's Expected of You

- **Support Your Members**
You're here for your club/society members – listen to them, support them, and help make their experience great.
- **Know Who to Go To**
If someone needs help or support, signpost them to appropriate services; whether that's the SU or firstpoint in the University.
- **Be a Positive Rep**
Represent your club/society, the Students' Union, and the University in a respectful and positive way.
- **Know the Rules:** Get familiar with your club/society's constitution and the [SU's byelaws and policies](#) – these help keep things fair and safe.
- **Keep Things Safe & Inclusive:** When planning events or activities, always consider safety and accessibility and how to make everyone feel welcome.
- **Celebrate Diversity**
Be aware that students have different needs and backgrounds – adapt your approach to make sure your club/society is open to all.
- **Work as a Team**
Stay in touch with your fellow committee members, the VPSA, and SU staff to keep things running smoothly.
- **Solve Problems:** Help resolve any issues or conflicts calmly and fairly.
- **Pass It On:** Help with handover at the end of your term so the next committee is set up for success.

Roles Overview

- [Chair](#)
- [Vice Chair Finance and Admin \(VCFA\)](#)
- [Vice Chair Inclusivity and Promotions \(VCIP\)](#)
- [Social Secretary](#)
- [RAG Rep](#)
- [Academic Events Rep](#)

Chair

Guiding your Club or Society to success through leadership and teamwork.

The Chair is the main spokesperson for the club/society and leads the club or society, ensuring it runs smoothly, inclusively, and in line with Students' Union policies.

They support the committee, oversee planning, and represent the group at key meetings.

Your Key Responsibilities:

- **Be the Main Contact**
You're the first person people go to with questions about your club or society.
- **Represent Your Group**
Speak on behalf of your club/society when dealing with the University, Students' Union, and any outside organisations or businesses.
- **Stay Connected**
Keep in regular contact with the Vice President Student Activities (VPSA) and SU staff to stay in the loop.
- **Attend Important Meetings**
Go to SU and University meetings like committee training, 1-2-1s, and Student Activities Council. If you can't make it, make sure someone else from your committee goes and fills you in.
- **Lead the Committee**
Help plan and run meetings, make sure your group follows its constitution, and keep everything organised.

- **Be a Positive Role Model**

Lead by example and help maintain a good reputation for your club/society. Support the SU if there are any issues involving your members.

- **Guide Decisions**

Oversee what the committee decides and make sure all members know what's going on.

- **Keep the Committee on Track**

Make sure everyone on the committee is doing their role well and working together.

- **Work with Your Vice Chair (Finance & Admin)**

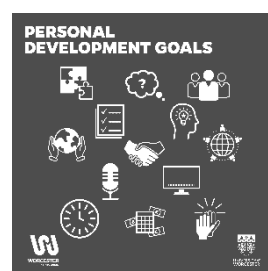
Help set meeting agendas, approve minutes, and make sure your group's money is handled properly.

- **Recruitment**

Work with your Vice Chair (Inclusivity & Promotions) to recruit new members and future committee members and make sure your club/society stays inclusive for everyone.

Participating in this opportunity will enable you to develop and practice the following **Personal Development Goals**:

- **Leadership skills** - You'll guide your committee, make decisions, and support your members.
- **Communication skills** - From running meetings to representing your group, you'll learn how to clearly share ideas and listen to others effectively.
- **Time Management** - Balancing meetings, events, and responsibilities will help you stay organised and manage your time like a pro.



Vice Chair Finance and Admin

Keeping things organised and on budget!

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.

Your Key Responsibilities:

- **Plan & Prep Meetings**
Work with the Chair to plan meetings, set the agenda, and share minutes and reports with the committee.
- **Stay Involved**
Attend Student Activities Council meetings to represent your club/society and stay informed.
- **Keep Memberships in Check**
Regularly check who's signed up and make sure everyone has paid their membership fees.
- **Manage Key Contacts**
Keep a list of important contacts (like coaches, guest speakers, or staff) and share it with the Vice Chair Inclusivity & Promotions.
- **Stay Organised**
Keep accurate records of everything - meetings, events, finances, fixtures, and more.
- **Look After Equipment**
Make sure your club/society's kit and materials are stored safely and kept in good condition.
- **Handle the Money**
Take the lead on managing finances, with help from the SU Finance Team. This includes:
 - Paying invoices and bills
 - Making sure money is spent properly
 - Planning and monitoring the annual budget
 - Ensuring only authorised people can access funds

- **Find Funding**

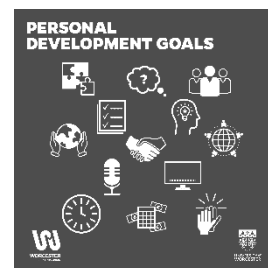
Work with the Vice Chair Inclusivity & Promotions to explore fundraising ideas, sponsorships, and grant opportunities.

- **Track Your Progress**

Apply for and keep a record of your TeamWorc Points throughout the year.

Participating in this opportunity will enable you to develop and practice the following **Personal Development Goals:**

- **Finance Management** - You'll learn how to budget, track spending, and manage funds responsibly - great for any future career.
- **Time Management** - Balancing admin tasks, meetings, and deadlines will help you stay organised and efficient.
- **IT Skills & Digital Citizenship** - From managing documents to using online systems, you'll build confidence in digital tools and platforms.



Vice Chair Inclusivity and Promotions

Making your club/society inclusive, visible, and welcoming to all students!

The purpose of this role is to manage the club's social media and promotions, making sure members know about what is going on and to work with the rest of the club/society committee to increase memberships, focusing particularly on students who face barriers to participation.

These students might include (but aren't limited to):

- Commuting
- Mature
- Student Parents
- Disability
- LGBTQ+
- Black, Asian and Ethnic Minority
- Students from different countries or cultural backgrounds
- Students from lower socio-economic backgrounds

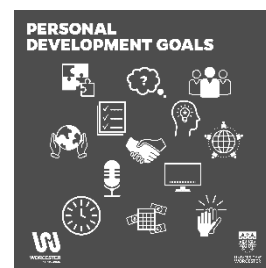
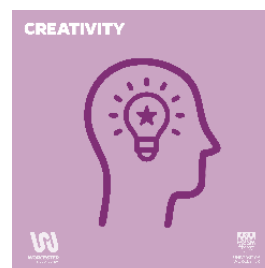
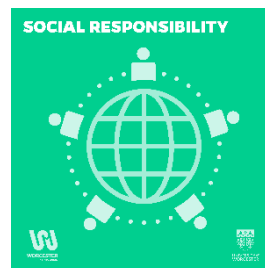
Your Key Responsibilities:

- **Lead Your Stall at Sports & Societies Fair**
Organise and run your stall – make it eye-catching and welcoming, especially for students who might face barriers to joining.
- **Know Your Members**
Understand the different needs of your members and help adapt activities so everyone can take part and feel valued.
- **Plan Inclusive Activities**
Work with your committee to make sure events and activities appeal to a wide range of students all year round.
- **Support Inclusive Campaigns**
Get involved in SU and student group campaigns that promote inclusion and diversity.
- **Champion Inclusive Practice**
Help your club/society improve its inclusivity and aim to earn TeamWorc UNITED accreditation.

- **Be a Friendly Face**
Welcome new and potential members at key events throughout the year. Help organise someone to represent your group at Open Days.
- **Grow Your Membership**
Work with your committee to attract new members and keep current ones engaged.
- **Attend SU Meetings & Training**
Join Student Activities Council meetings and take part in SU training relevant to your role.
- **Support Refund Requests**
Be the contact for members who are thinking about leaving and need help with refunds.
- **Keep Social Media Fresh**
Make sure your club/society's social media is active, up to date, and promoting your events, matches, and training.
- **Stay in Touch with the SU**
Keep SU staff updated on your activities – including match scores and event highlights.
- **Manage Your Mini-Site**
Keep your club/society's page on the SU website current and useful.
- **Communicate with Members**
Make sure members know what's happening and have ways to share their thoughts and feedback.
- **Recruitment**
Work with the Chair to recruit new members and future committee members and make sure your club/society stays inclusive for everyone.

Participating in this opportunity will enable you to develop and practice the following **Personal Development Goals**:

- **Social Responsibility** - You'll help make your club/society a welcoming space for everyone, promoting fairness and inclusion.
- **Communication** - Promoting events and engaging with members helps you become a confident and clear communicator.
- **Creativity** - Designing campaigns, social media content, and inclusive events lets your creativity shine.



Additional Roles

Although additional roles are not termed "Core Committee Roles", these roles receive the same support from the Students' Union, and they are not viewed as inferior to the three core roles.

Social Secretary

Bringing the fun and making sure everyone feels included!

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.

Your Key Responsibilities:

- **Plan Awesome Socials**
Work with your committee to organise a variety of fun events - nights out, chill evenings in, trips, meals, and end-of-year celebrations. Make sure there's something for everyone!

- **Create a Year-Round Social Plan**

Put together a calendar of events so members know what's coming up and can get excited.

- **Support Fundraising**

Help plan and run fundraising events for your club/society or for charity.

- **Make It Inclusive**

Team up with the Vice Chair Inclusivity & Promotions to make sure all socials are welcoming and accessible to everyone.

- **Promote Your Events**

Help spread the word about your socials and your club/society through posters, social media, and word of mouth.

- **Welcome New Members**

Make sure everyone - especially new members - feels included, safe, and part of the group.

- **Keep Everyone Informed**

Let members (and potential members!) know what's going on and how they can get involved.

- **Respect the Rules**

Follow the SU's zero-tolerance policy on inappropriate behaviour and avoid anything that could be seen as an 'initiation'.

- **Follow SU & Uni Guidelines**

If you're planning socials in university accommodation, make sure you follow all the [rules](#) and [submit any required paperwork](#) on time.

- **Encourage Good Behaviour**

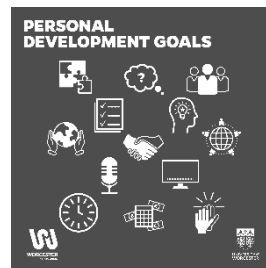
Help make sure everyone follows the [code of conduct](#) and behaves appropriately at socials.

- **Liaise with the SU**

If any issues come up during socials, work with the SU and University to resolve them and understand the impact of misconduct.

Participating in this opportunity will enable you to develop and practice the following **Personal Development Goals**:

- **Event Planning** - You'll get hands-on experience organising fun, inclusive events - from nights out to chill socials.
- **Creativity** - Coming up with fresh, exciting ideas to keep members engaged helps you flex your creative muscles.
- **Interpersonal Skills** - You'll build confidence in welcoming new members and making everyone feel part of the group.



RAG Rep

Bringing people together to raise money for good causes - creatively, inclusively, and with loads of fun!

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.

Your Key Responsibilities:

- **Plan Fundraising Events**

Come up with exciting ideas and create a plan for RAG events throughout the year - think quizzes, challenges, bake sales, or anything fun that raises money!

- **Keep Everyone in the Loop**

Share updates with your committee and the Students' Union about what you're planning and how your events are going.

- **Budget Smartly**

Work with the Vice Chair Finance & Admin to set a budget for each event and make sure your fundraising follows charity law (don't worry - the SU will help guide you!).

- **Find Prizes & Sponsors**

Team up with the Vice Chair Inclusivity & Promotions to get prizes donated or find sponsors for your events.

- **Be the Main Contact**

Act as the go-to person for your club/society when it comes to RAG activities and keep the SU informed about what you're doing.

- **Join the RAG Community**

Get involved with other student groups events too - it's a great way to connect and collaborate.

- **Promote Your Events**

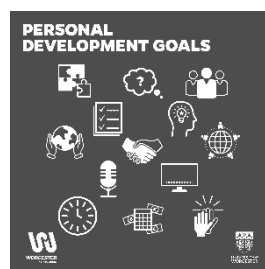
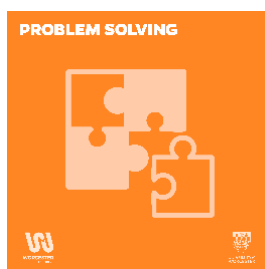
Work with the Vice Chair Inclusivity & Promotions to spread the word and get people excited about your fundraising efforts.

- **Keep It Safe**

Make sure risk assessments are completed for all your activities, working with the Chair and Vice Chair Finance & Admin to get it right.

Participating in this opportunity will enable you to develop and practice the following **Personal Development Goals**:

- **Event Planning** - You'll take the lead on fundraising events, motivating others and making a real impact.
- **Teamwork** - Working with your committee and the SU RAG team helps you build strong collaboration skills.
- **Problem Solving** - Planning events means thinking on your feet and finding creative solutions when things don't go to plan.



Academic Events Rep

Bringing learning to life through talks, training, and skill-building events!

Academic Events Reps form part of Academic Society committees.

The purpose of this role is to be responsible for communicating with internal and external guest speakers/organisations to deliver talks, training courses and experiences for students to learn and develop their skills on topics related to their academic course or interest.

Your Key Responsibilities:

- **Organise Inspiring Events**

Reach out to guest speakers and organisations – both inside and outside the university – to deliver talks, workshops, or training sessions related to your course or academic interests.

- **Be Professional**

Communicate clearly and respectfully with all speakers and guests, and make sure they feel welcomed and supported.

- **Sort the Logistics**

Coordinate event details like timings, room bookings (through the SU), and hospitality to make sure everything runs smoothly.

- **Plan Ahead**

Attend committee meetings and share a clear plan for your CPD (Continuing Professional Development) events throughout the year.

- **Budget Smartly**

Work with the Vice Chair Finance & Admin to agree on a budget for each event and keep track of spending.

- **Promote Your Events**

Team up with the Vice Chair Inclusivity & Promotions to spread the word and get students excited about attending.

- **Listen to Members**

Ask your members what kinds of events or training they'd like to see – and try to make it happen!

- **Make It Inclusive**

Work with the Vice Chair Inclusivity & Promotions to remove any barriers to participation and make sure everyone feels welcome.

- **Keep It Safe**

Complete risk assessments with the Chair and Vice Chair Finance & Admin to make sure your events are safe and well-managed.

- **Handle the Paperwork**

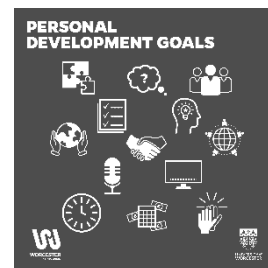
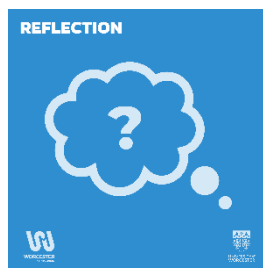
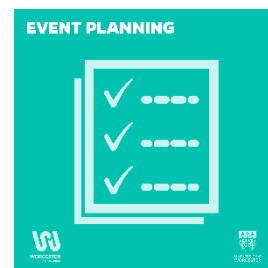
Fill out any required forms for your events, like Event Requests and Guest Speaker Forms.

- **Track Ticket Sales**

If your event includes paid training, keep an eye on ticket sales through the SU website.

Participating in this opportunity will enable you to develop and practice the following **Personal Development Goals**:

- **Communication** - You'll learn how to approach and work with guest speakers and organisations professionally.
- **Event Planning** - Organising talks and training sessions helps you develop strong planning and coordination skills.
- **Reflection** - Gathering feedback and adapting events based on what students want helps you grow and improve.



Support & Training Available

- **Introduction to Being a Committee Member session led by SU Staff**
This short workshop will take you through the fundamentals to running a sport club or society.
- **Committee Handover facilitated by SU Staff**
Run through a checklist with your previous committee to ensure all necessary information is handed over.
- **Committee Fest**
A range of in-person training sessions delivered by SU Staff for all committee members held before the new academic term starts.
- **Online Committee Modules**
Specific to roles to take you through how to complete your role successfully that you can complete in your own time.
- **Templates**
Produced by SU for development plans and budgets and much more.
- **Committee Resource Hub**
Website containing lots of guidance and useful information
- **1-2-1 support from SU staff team throughout the year**
Send us an email, ask for a meeting or come and see us in our office – our door is always open.

Time Commitment

5-10 hours a week on average (can vary during busy periods like Welcome Week or club/society events)

How to Get Involved

Current Clubs and Societies - Committees are democratically elected to represent their members. Elections take place in Semester 2 to appoint the committee who take over in June for the next academic year. To learn more about the process, take a look at our [Activities Election Fact Sheet](#)

New Clubs and Societies - If you're interested in running and leading a club or society, you can start your own. You just need two other students to form a committee with you. To find out more, head to our website - [Start a New Society or Sports Club](#)