

Committee Role Guide 2017/2018 for Clubs and Societies

Chair

The Chair is the leader and main spokesperson for the club/society. They take 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.

Main duties

1. 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.**
2. Represent the club/society in relations with the University, the Students' Union and external organisations and businesses.
3. Communicate regularly with the Vice President Student Activities and the Sports/Societies Coordinators.
4. 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. Participation in these meetings can be counted in your V-Record. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.
5. Take responsibility for managing the committee and the affairs of the club, including planning and running meetings according to the constitution
6. Oversee and guide all decisions taken by the committee and communicate these to all members
7. Coordinate the committee, ensuring that members undertake their role in an efficient and effective manner
8. In conjunction with the secretary, prepare and present an annual report
9. Liaise with the secretary on the agenda for meetings and approve minutes before they are circulated
10. 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
11. Liaise with the treasurer to ensure that funds are collected and spent properly, in the best interests of the club/society
12. Plan for recruitment and renewal of the committee

Essential qualities and skills

1. Reliable and prepared to make the required regular time commitments
2. Strong leadership skills
3. Good listening skills

4. Good written and verbal communication skills
5. Good time-keeping
6. Good organisational skills
7. Excellent discipline
8. Creativity, innovation and problem-solving skills
9. Tact, diplomacy and good negotiating skills
10. Supportive of and an ambassador for the Students' Union and the University

Secretary

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.

Main duties

1. Liaise with the chair to plan meetings
2. Compile agendas, circulate agendas, reports and minutes to committee members
3. Keep up-to-date contact details of club/society members and regularly check membership lists with the Students' Union's Sports/Societies Coordinators
4. Keep up-to-date details of key external contacts, such as coaches, University facilities etc
5. 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 Sports/Societies Coordinators
6. Deal with correspondence to and from the club/society and maintain and update the club/society's minisite on the SU's website
7. Take the lead on communicating with members and ensuring that members have the opportunity to communicate back
8. 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
9. 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
10. Communicate regularly and efficiently with the Students' Union, including keeping the Sports/Societies Coordinators informed of activities, including match scores where appropriate

Essential qualities and skills

1. Reliable and prepared to make the required regular time commitments
2. Excellent communication skills
3. Enthusiasm for the role
4. Willingness to take responsibility and accept accountability
5. Good organisational skills and the ability to ensure others are well organised
6. Good attention to detail
7. Ability to keep accurate records
8. Good IT skills and ability to use electronic communication methods effectively
9. Ability to delegate where appropriate
10. Supportive of and an ambassador for the Students' Union and the University

Treasurer

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.

Main duties

1. Take responsibility for the finances of the club/society, with support from the Students' Union's Finance Manager
2. Take the lead on identifying potential sources of income, including fundraising activities, sponsorship opportunities and grant applications
3. Deal efficiently and effectively with all invoices and bills
4. Keep up-to-date records of all financial transactions
5. Ensure that funds are spent properly
6. Issue receipts and record all money received
7. Attend committee meetings and present reports on income and expenditure
8. 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
9. Plan the annual budget, in agreement with the committee and in conjunction with the Students' Union and monitor the budget throughout the year
10. Ensure that only authorised signatories are permitted to withdraw funds from club/society accounts

Essential qualities and skills

1. Reliable and prepared to make the required regular time commitments
2. Honesty and integrity
3. Enthusiasm for the role
4. Willingness to take responsibility and accept accountability
5. Confident with numbers
6. Good attention to detail
7. Good written and verbal communication skills
8. Ability to keep accurate records
9. Good organisational skills
10. Supportive of and an ambassador for the Students' Union and the University

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.

Main Duties

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

Essential qualities and skills

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