**Committee Roles and Responsibilities**

Running a society committee can be one of the most rewarding things you can do outside of your studies. We have prepared this short list to help explain each role, and if you are considering running in society elections help you determine which committee role may be right for you! This also offers existing committees guidance on how to divide responsibilities to ensure an even workload and that your society is running smoothly.

Every member of a committee has some shared responsibilities, these are:

* Signing and following the Society Constitution
* Collaborating with each other to complete and update society paperwork
* Completing relevant training
* Ensuring the society runs smoothly
* Listening to society members
* Ensuring the financial sustainability of the society
* Ensuring the future sustainability of the society by making members aware of elections and delivering a good handover

Every society at Hallam has four core committee roles, these roles are filled through an election process. These roles are: **President, Secretary, Treasurer,** and **Equality and Diversity Officer (EDO)**. Our High Risk Societies also have a **Health and Safety Officer** as a core role in their committee. So what specialist responsibilities do these individuals have?

| **Role:** *President* |
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| **Responsibilities:**   * *Chair committee meetings* * *Chair AGMs* * *Support other committee members in their roles as needed* * *Lead society sessions* |
| **Who does this role suit?**   * *A strong leader* * *Someone who is compassionate, willing to help others* |
| **Benefits:**   * Develop leadership qualities * Gain experience organising individuals and groups * Gain experience leading and facilitating formal meetings and sessions |

| **Role:** *Secretary* |
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| **Responsibilities:**   * *Room bookings* * *Prepare agendas, taking minutes at meetings and AGMs* * *Society communications (this responsibility can be shared with a Social Secretary, a Social Media Officer, and/or the President etc. as each committee sees fit)* * *Organising transport* * *Liasing with external instructors/professionals and venues* * *Liasing with the SU for administrative needs* |
| **Who does this role suit?**   * *An organised individual* * *A good communicator* |
| **Benefits:**   * Gain experience drafting Agendas, Minutes and other formal documentation * Networking experience with instructors, venues and suppliers * Gain experience facilitating formal processes, delivering comms, and admin |

| **Role:** *Treasurer* |
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| **Responsibilities:**   * *Managing the society budget* * *Research into different providers for your supply needs* * *Work with the secretary when booking rooms and transport to ensure the bookings are cost effective* * *Potentially seek out and manage appropriate sponsorships for the society* |
| **Who does this role suit?**   * *Passionate about getting the best deals for your membership* * *Passionate about removing financial barriers to participation* |
| **Benefits:**   * Gain experience managing budgets, filling in claims forms, POs, and other paperwork relevant to the role * Gain experience reporting on income and expenditure * Gain experience facilitating formal processes |

| **Role:** *Equality and Diversity Officer (EDO)* |
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| **Responsibilities:**   * *Identify ways your society can be more inclusive* * *Lead the committee’s work on removing barriers to engagement* * *Encourage members to support the work of other societies* |
| **Who does this role suit?**   * *Passionate about ensuring your society is inclusive* * *Desire to build an inclusive Hallam community* |
| **Benefits:**   * Gain experience promoting inclusivity in large organised groups * Personal development through working with a variety of demographics * Potential additional training opportunities relevant to Equality, Diversity, and Inclusion |

| **Role:** *Health and Safety Officer* |
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| **Responsibilities:**   * *Ensuring your activities are risk assessed and your members are following the safety mechanisms put into place* * *Ensuring your society equipment is fit for purpose and organising servicing where needed* * *Communicating your specialist training needs with the Union* |
| **Who does this role suit?**   * *Passionate about the safety of their members during their activity* * *Conscientious and organised with an eye for detail* |
| **Benefits:**   * Specialised Health and Safety Training * Personal development through facilitating activity with safety considerations |

Some societies may choose to elect additional committee roles. We have included some popular examples below, as well as an indication of what their responsibilities could include. If your society has additional roles, it is the responsibility of the current committee to clearly communicate the responsibilities of those roles prior to the elections. If your society votes to include one of these roles in the coming academic year, it is vital that you have a clear understanding of what the role entails.

1. **Captain**: In most cases, this role will be similar to the President, perhaps with more specific responsibilities relating to competing or organising events.
2. **Vice President**: Typically utilised in societies with large membership numbers. The Vice President acts as a support to the President, participating in their duties and covering chair responsibilities in the event the President cannot attend. The Vice President is invaluable in supporting the work of other committee members when needed.
3. **Social Secretary:** The Social Secretary is responsible for the active social life of the society. This includes collaborating with the EDO to ensure that the activities are inclusive for your membership.
4. **Social Media Officer:** If your society has a large social media presence, it may be useful to have a dedicated social media officer to manage those accounts and ensure your presence is maintained. This can aid in recruitment, encouraging an active alumni cohort, and engaging with the local community.

Other role examples include; Music Librarian, Session Coordinator, Fundraiser, Kit Officer, Trips Officer and so many more! Academic Societies may choose to have committee members to represent undergraduates, postgraduates or specific levels of study.

When determining if your society needs a dedicated committee member for a specific area, consider what your current committee needs consistent support to accomplish, such as managing your social media presence or engaging with students on a specific level of study for example. Remember, you must get your members involved in this process as they will have to vote to include the new role within the committee. That said, you may not need additional committee members, so don’t add roles just for the sake of it!

**Further development and training…**

All committee members will be provided with opportunities for personal development through our training sessions and workshops. Keep an eye on the societies groups Facebook page, your society email and the [Training page](https://www.hallamstudentsunion.com/get_involved/societies/committeeportal/training/) on the Committee Portal for updates on the next sessions.