**Committee Role Descriptions**

**President (compulsory)**

*As a President, you:*

* Must attend Signatories and Finance training.
* Are a visible leader of your student group.
* Oversee the running of your club or society. This will include delegating duties, overseeing others in their roles and supporting committee members to ensure tasks are completed.
* Set the direction, aims and objectives for the year after consultation with committee members, and student group members.
* Lead your committee, supporting them with their own roles and making sure everyone is communicating.
* Are the first point of contact between the SU and your student group.
* Chair your student group’s meetings.
* Review expenses claims on the app along with your vice president and treasurer.
* Lead on elections for new committee members.
* Keep in contact with the SU via email and by reading the committee newsletter.
* Attend monthly president's meeting.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Treasurer (compulsory)**

*As a Treasurer, you:*

* Must attend Signatories and Finance training.
* Create and manage budgets, and monitor the spending and general financial situation of your club or society.
* Understand financial processes established by the Students’ Union and help other committee members comply with these.
* Liaise with external companies and Union for purchasing and payments.
* Watch your ledger (your society/club account) so to accurately track the financial situation of your student group.
* Apply for grant funding from uea(su) and/or UEA Sport.
* Take a lead in seeking and securing external sponsorship.
* Review expenses claims on the app along with your president and vice president.
* Keep in contact with the SU and read the committee newsletter.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Vice President (compulsory)**

*As a Vice President, you:*

* Must attend Signatories and Finance training.
* Keep your club/society page on the website, social media accounts and email inbox up to date and organised.
* Make sure information is circulated among your members.
* Book rooms for meetings and events. You may complete risk assessments and guest speaker forms if you do not have a health and safety or event organiser.
* Formulate and circulate the end of year hand-over.
* Make sure your members know when and where events are. This will include sending emails, posting on social media and uploading events on the website.
* Organise storage for your society.
* Take minutes at your meetings.
* Review claims on the expenses365 app with your president and treasurer.
* Keep in contact with the SU and read the committee newsletter.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Health and Safety Officer (compulsory)**

*As a Health and Safety officer, you:*

* Must attend Events and Socials training.
* Evaluate how to run Covid safe events and activities.
* Ensure a risk assessment has been submitted and approved before your event or activity.
* Ensure the information from your risk assessment is delivered at the event or activity.
* Ensure the guest speaker process has been followed.
* Complete 'accident and incident' forms if necessary.
* Complete a food hygiene course if handling food.
* Ensure events are safe.
* Being aware of SU schemes Safer Taxi and Never Okay.
* Potentially undertaking first aid training or mental health first aid training.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Communities Officer (compulsory)**

*Purpose: Enhance the sense of community and inclusivity within student groups, fostering a positive and supportive culture for all members. As a Communities Officer, you:*

* Act as a liaison between student groups and the SU Communities & Culture Full-Time Officer, offering feedback on community and cultural initiatives.
* Organise and support inclusive events, workshops, and initiatives that foster connection and belonging.
* Complete Welfare and Equality & Diversity training, ensuring a safe and supportive environment.
* Promote and signpost SU and University services, ensuring all members are aware of available support.
* Advocate for inclusivity by identifying and addressing barriers to participation in student groups.
* Support committee decision-making by understanding and representing diverse student needs.
* Arrange community outreach opportunities to positively impact the wider community beyond the university.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Union Council Representative (recommended)**

*As a Union Council Representative, you:*

* Must attend Union Council Training.
* Attend Union Council.
* Vote on motions at Union Council in a way which represents your members’ views.
* Reporting back to the committee and your members on issues discussed at Union Council and any changes in policy that might affect you.
* Are an approachable point of contact for your members on matters of Union policy.
* Put forward motions to Union Council whenever needed.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Events and Socials Officer (recommended)**

*As an Events and Socials officer, you:*

* Must attend Events and Socials training.
* Run safe and exciting events for members.
* Ensure correct processes and forms have been completed for your event. For examples, you make sure a risk assessments and external speaker forms are submitted. You may also complete these forms yourself.
* Ensure the information from your risk assessment is delivered at the event or activity.
* Must ensure you have track and trace for all of your face to face activity.
* Add tickets to online events on the website, even if the event is free.
* Complete 'accident and incident' forms if necessary.
* Help to make all events inclusive and accessible.
* Monitor cliqueness in student group.
* Be someone society members can talk to about problems or ideas.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**First Year Representative (recommended)**

*As a First Year Representative, you:*

* Are Elected in October/November.
* Represent the views of students in your club or society that are in their first year of study and to represent the views of students in other years of study that are joining your club or society for the first time.
* Support committee members and make change within the student group.
* Do not have a specific set of tasks to undertake. You are there to support committee and achieve anything specific you have put on your manifesto.
* Are there for continuity, to ‘learn the ropes’ from other committee members to try and ensure the club or society will continue in the following years.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Publicity Officer**

*As a Publicity Officer, you:*

* Work to publicise your club and society, recruit new members and get your name out there.
* Come up with social media campaigns and strategies.
* Create visuals advertising events to put on social media, on screens around campus, and on event listings on the SU website.
* Book hive stalls to publicise your group and events your group is running.
* Promote and signpost SU and University services, ensuring all members are aware of available support.

**Sustainability Officer (Highly Recommended)**

*As a sustainability officer, you:*

* Attend a monthly one-hour meeting with the Sustainability Working Group, contributing ideas and initiatives to improve sustainability within UEA Sport.
* Help develop and implement the Sustainability Charter for your student group, working towards UEA’s Bronze, Silver, and Gold Sustainability Awards, which feed into the UEA Sport Sustainability Award at the Sports Awards.
* Complete Sustainability Training to promote responsible and eco-friendly practices within your group.
* Advocate for sustainability by identifying environmental challenges and integrating eco-friendly practices into committee decisions, events, operations, and policies.
* This role ensures that student groups actively contribute to a greener, more sustainable university environment.
* Promote and signpost SU and University services, ensuring all members are aware of available support.