

Committee Positions Job Specifications

The role of the Committee is to run the Club and create the best possible experience for its members. Every club must vote in a Committee made up of at least three members; President, Vice-President and Welfare Officer. However, the number of positions is not limited and most clubs have more than the mandatory positions. For example, captains, socials secretaries and media officers.

These details are for guidance only and the Club must issue each Committee position with a list of responsibilities at the start of the academic year.

President (Mandatory Role)

The President oversees the overall running of the Club; also having part control of the budget and booking facilities. The main responsibilities are:

- Regular attendance and chairing of committee meetings
- To oversee admin and finance of the club's activities and to ensure that the club follows its aims and objectives
- Must complete the Activity Proposal, Trip Registration and Risk assessments for any activities undertaken outside of 'normal training'
- Must attend SU Activities Workshops and SU Activities AGM.
- Ensuring the Club complies with the UCSU Policies set out in the Committee Code of Conduct and UCSU Bye-laws
- Must chair their Club AGM and present an annual report back to members
- Must prepare a Handover to the future incoming President (advisable end of Feb / March)

Vice-President (Mandatory Role)

The Vice-President assists the President with the overall running of the club through proposal forms, tracking income and expenditure and ensuring admin tasks are complete. The main responsibilities are:

- Regular attendance of Club Committee meetings and SU Activities AGM
- Attend all Workshops run by SU Activities in relation to role
- Keep accurate records of club activities including activity proposal and registering members attendance.
- Keep accurate records of income and expenditure throughout the academic year
- Provide AGM minutes to the SU Activities Team.
- Ensure all participants have SU Activities membership and club membership.
- Ensure monies are paid in promptly correctly and recorded efficiently

Welfare Officer (Mandatory Role)

The Welfare officer's role is to support all the members health and wellbeing. They will identify students who may need support and signpost them to the relevant student support services and liaise with the UCSU staff regarding any welfare matters. The main responsibilities are:

- Regular attendance of Club Committee meetings and SU Activities AGM
- Checking in with the members regularly and creating a rapport with them
- Support members health and wellbeing
- Help build friendships between members of the group to ensure everyone is included
- Promoting inclusive activities from feedback from members
- Signpost students to relevant Student Support and Wellbeing
- Liaising with the UCSU staff to identify students of concern

Social Media Officer (Additional Role)

The social media officer liaises with UCSU staff with updates on events and Club accomplishments and promotes the club in a positive light in the local community. The main responsibilities are:

- Regular attendance of Club Committee meetings and Activities AGM
- Attend all Workshops run by SU Activities in relation to role
- Help publicise the Club throughout the year (especially during Fresher's Week)
- Maintain the website and forums for all members to use including UCSU mini site and any social media pages
- Help to create promotional material (including footage of SU Sports Awards Video) throughout the year when needed
- Ensure the Club is publicised widely throughout the SU Activities media channels

Team Captain (Additional Role)

The captain liaises all information regarding matches and competitions. The main responsibilities are:

- Regular attendance of Club Committee meetings and SU Activities AGM
- Attend all Workshops run by SU Sports in relation to role
- Ensure match packs are collected from the Students' Union building 24 hours prior to fixtures
- Inform players the relevant details of training and matches in a reasonable amount of time
- Ensure BUCS team lists are fully completed on a weekly basis and handed into the Sports & Activities Manager the following day
- Contact the Sports & Activities Manager with results, and any additional fixture information within an hour of the fixture completion.
- To take responsibility of the team members at fixtures on and off the pitch
- If the needs arise, to complete playing under protest forms or administer disciplinary procedures
- Ensure all match fees are collected on a weekly basis and up to date

Social Secretary (Additional Role)

You provide the social activities for your club away from your core activity, giving members the opportunity to interact. Remember it is important to cater to all your members and provide a mix of sober socials! The main responsibilities are:

- Regular attendance of Club Committee meetings and SU Activities AGM
- Attend all Workshops run by SU Activities in relation to role
- Provide fun, inclusive social activities for members
- Liaise with Treasurer where needed
- Support any fundraising event
- Ensure all social activities / dress ups do not conflict with the UCSU Equalities and Diversities Policy

Kit Secretary (Additional Role)

You are in charge of your all club equipment, playing kit, social kit bundles, and making sure every member gets what they paid for. The main responsibilities are:

- Regular attendance of Club Committee meetings and SU Activities AGM
- Attend all Workshops run by SU Activities in relation to role
- To work closely with the Treasurer and Sports & Activities Manager to ensure the club has sufficient budget for equipment requirements
- Keep up to date equipment inventory and provide an up to date inventory at the end of the year
- Be the main point of contact with the kit supplier on behalf of your club and create club specific bundles for social and training kit
- Promote social kit and bundles to club members
- To comply with social and playing kit order guidelines set by the Activities Team
- NEVER MAKE AN ORDER WITHOUT CHECKING WITH THE SU ACTIVITIES TEAM FIRST!!!! Failure to do so will mean you are liable for all costs