University Society Committee Roles

The committee works together to make sure the society is welcoming, well organised, financially responsible and enjoyable for its members. Each role has different responsibilities, but everyone on the committee should work as a team.

1. President – The Leader

The President helps guide the society, keeps the committee organised and makes sure the group is working towards its aims.

Main responsibilities:

- Lead committee meetings and encourage everyone to contribute.
- Help plan activities, events and social get-togethers.
- Support and motivate committee members.
- Be the main point of contact for the Students' Union and other university departments.
- Make sure the society follows its constitution and Students' Union rules.
- Help resolve problems and make decisions with the committee.
- Encourage new members to join and help everyone feel welcome.

In a nutshell: The President helps keep the society moving forward and makes sure everyone is working together.

2. Secretary – The Organiser

The Secretary keeps the society's information organised and makes sure members know what is happening.

Main responsibilities:

- Arrange committee meetings with the President.
- Take notes or minutes at meetings, recording decisions and actions.
- Share meeting notes and important information with committee members.
- Keep records of meetings, activities and society correspondence.
- Help communicate with members about upcoming events and activities.
- Assist with room bookings, event forms and speaker arrangements where required.
- Help keep society membership and committee information up to date.

In a nutshell: The Secretary keeps everyone informed and makes sure important information doesn't get lost.

3. Treasurer – The Money Manager

The Treasurer helps manage the society's finances, making sure money is handled responsibly and transparently.

Main responsibilities:

- Keep track of the society's income, expenditure and available funds.
- Help prepare budgets for events, trips and activities.
- Check that planned spending is affordable before purchases are made.
- Obtain the required approval before spending or committing society funds.
- Keep receipts and records of purchases and payments.
- Provide updates to the committee about the society's financial position.
- Make sure financial procedures follow Students' Union rules.
- Help ensure spending benefits the society and its members.

In a nutshell: The Treasurer looks after the numbers and helps make sure the society can afford the activities it wants to run.

How the committee works together

Here is an example of how the three roles might work when organising a society event.

Task	Who takes the lead?
Decide what event to organise	President, with the committee
Arrange a meeting and record decisions	Secretary
Work out the cost and available budget	Treasurer
Book a room and complete required forms	Secretary or another agreed committee member
Check spending and obtain approval	Treasurer, following Students' Union procedures
Promote the event and encourage members to attend	Whole committee
Review how the event went	Whole committee

Important things to remember

- You are a team: although each person has a main role, committee members can share tasks and support one another.
- Communicate: keep each other updated and ask for help if something isn't clear.
- Follow Students' Union procedures: particularly for spending, room bookings, external speakers, trips and events.
- Be inclusive: listen to members' ideas and make the society welcoming to everyone.
- Ask for support: the Students' Union is there to help you learn how to run your society successfully.

The roles are not about having lots of experience or knowing everything already. They are about being reliable, communicating well and helping to create a great experience for students.