

## Committee Roles & Responsibilities

Societies need leaders to ensure that they develop and deliver effectively. The best societies have committees in place to share the work between them.

At Your SU we start with a President and Treasurer as a minimum then you can add additional roles (see below) based on the needs of your society.

Committee roles can be fun, interesting, challenging and ultimately very rewarding. It can require time, commitment and dedication, but should also be an enjoyable experience. Taking on a group role is a great way to develop your leadership skills and confidence alongside providing great opportunities for the society members. Each society can decide which other roles are on their committee reflecting what they need for it to run, grow and develop.

If you want to run elections to democratically agree roles and positions then the Activities& Opportunities Team can help you to do this.

### President

The key responsibility for the President is to lead and shape the group and to oversee the running. The President is the lead contact for Your SU.

Desirable skills	Skills to develop
<ul style="list-style-type: none"> <li>• Communication</li> <li>• Teamwork</li> <li>• Planning and organizing</li> <li>• Listening</li> <li>• Problem Solving</li> <li>• Commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Negotiation and influencing</li> <li>• Presentation</li> <li>• Time management</li> <li>• Review and evaluation</li> <li>• Confidence</li> </ul>

### Treasurer

The key responsibility for the Treasurer is to manage the group's finances; what income and funds you have, what you need and how to plan and act accordingly.

Desirable skills	Skills to develop
<ul style="list-style-type: none"> <li>• Numerical competence</li> <li>• Planning and organization</li> <li>• Trustworthy</li> <li>• IT skills</li> <li>• Teamwork</li> </ul>	<ul style="list-style-type: none"> <li>• Financial management</li> <li>• Funding applications</li> <li>• Reviewing and evaluation</li> <li>• Negotiation and influencing</li> <li>• Problem solving</li> </ul>

### **Secretary / Coordinator**

This role can act as the principal administrator for the society. They would carry out or delegate the administrative duties that enable the society and its members to function effectively such as managing meetings and maintaining records.

### **Vice President**

A Vice President would provide assistance to the President and the other key roles within the society. If a society is very active then it can take time and effort to run so support can be vital to ensure that everything goes well.

### **Events Coordinator**

An Events Coordinator would take responsibility for coordinating the society's activities and events. This could involve developing what the rest of the society are interested in and all aspects of planning, including considering safety and risk factors.

### **Publicity / Social Media / Communications**

These roles would focus on promoting the society and its activities and keeping the members informed and involved. This could be on social media or on the Your SU website.

### **Fundraising Coordinator**

The fundraising lead considers different ways to gather funding so the society can run activities buy any equipment they need. They might coordinate fundraising activities, negotiate a sponsorship arrangement or apply for funding from the Students' Union or another suitable fund.

### **Wellbeing Coordinator**

We are keen that every society has a Wellbeing Coordinator to oversee the general wellbeing of members. Your SU will provide specific training for this role so that the society has someone whom has additional specialist knowledge about wellbeing support and signposting.

### **General Committee Members**

Not every committee member needs to have a specific role or title. Sometimes you just need a resource of capable people to draw from to get things done. Different members can bring different skills and experiences to different situations.

### **Special Interest Roles**

Societies might have sub groups within them, particularly academic societies and you might want someone to lead on representing these members on the committee.

For more information contact us [yoursocieties@sunderland.ac.uk](mailto:yoursocieties@sunderland.ac.uk)