

Student Leader Elections

CLUBS & SOCIETIES

COMMITTEE MEMBER



DESCRIPTION

Role Title

Mandatory Roles

- President
- Communications / Secretary
- Treasurer

Optional Roles

- Health & Safety
- Equipment/ Events

Responsible To

The members of the society

Role Duration

One academic year

Staff Liaison

SUBU Student Opportunities Team

ROLE PURPOSE

All club and society committee members are part of SUBU's democratic processes which means you can shape how the union is run. By taking on this role and becoming a committee member you will become part of a leadership team for your chosen club/ society, creating a safe space for students to feel part of a community.

ROLE REQUIREMENTS

In order to stand in an election for a committee member role, you must be a member of the relevant club/ society.

BU students ONLY can hold the position of President, Treasurer or Secretary.

In line with the Club/ Society constitution, if a post holder fails to carry out their duties as detailed, they may be removed from their post via a vote of no confidence.

MANDATORY ROLES

Every Society has three compulsory roles: President, Secretary (also known as Communications) and Treasurer. These roles function as signatories for the club or society and must be filled for the society to function properly.

High Risk Societies also have a compulsory Health and Safety Officer which brings their total up to 4 core roles. The Societies this affects are already aware of their High-Risk status.

These compulsory roles must be filled by BU Students.

As these roles exist in all societies, we have included the general role descriptions below. If you see a role that interests you, we recommend speaking to your current Committee around how this role works in practice in your group.

President

They have overall responsibility for the Club/Society. They will normally be the main contact with SUBU although some Clubs/Societies may wish to use the Communications officer/Secretary as the main point of contact – this is up to the whole Committee to decide. The President should support the Committee to work together to achieve their aims, delegating tasks as needed. Presidents will also be invited to be part of the SUBU President's Association which are networking sessions facilitated by SUBU once a term. All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication, teamwork, and leadership.

Secretary

They hold responsibility for managing communication between the Club/Society and its members. They should also be responsible for managing the membership of the Club/Society through the online membership system and liaising with the Treasurer to collect membership fees. They should also keep SUBU updated of membership numbers and any big events that SUBU can help promote. They should check the Club/Society SUBU email account on a regular basis and respond to any messages from SUBU or students. All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication, teamwork, and organisation.

Treasurer

They are responsible for the finances of the Club/Society. They should be aware of all costs that are being incurred by the Club/Society and should ensure that there are always sufficient funds available to pay for anything the Club/Society needs. They should keep up to date with which members have paid their membership through the SUBU website and liaise with the Communications Officer/ Secretary to follow up any fees that are outstanding. If the Club/Society needs to make a purchase which exceeds the authorised limit in the constitution, the Treasurer should contact SUBU for approval before committing to spending the funds. All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication and teamwork. They also develop an understanding of key finance processes utilised by professional organisations and financial control procedures.

Health and Safety Officer (High Risk Societies only)

They are responsible for the health and safety of the Club/ Society and its members. This means writing up the risk assessments in advance of events and trips, ensuring events run in accordance with the risk assessment and making sure that any additional considerations are made as required (e.g. if a location presents different risks to what had been planned for). All mandatory committee members will be responsible for the financial sustainability of, and health the safety of the club/ society and its members.

Students who hold this position develop skills in communication and teamwork. They also develop an understanding of key safety control processes utilised by professional organisations built on compliance with national law. They are also provided Emergency First Aid Training.

OPTIONAL ROLES

Some Societies may have expanded their Committee, any additional role currently active will be entered into the election unless the current Committee inform us otherwise. This is usually if your Society has come together and determined an additional role is no longer necessary for your Society going into the next academic year.

Your current Committee have until 16:30 on 19/04/24 to inform us of any additional roles that need to be included in this Election. Any roles flagged after this date will roll over to the By Election next academic year.

Additional roles include Health and Safety Officer (In non high-risk Societies only), Equipment Officer or any bespoke position created by your Society. This could include Vice President for example.

We list Health and Safety Officers (non High-Risk Groups) and Equipment/Events Officers as common additional roles, so we have included the role descriptions below. For any bespoke roles, please speak to your Committee for more information around their responsibilities.

Health and Safety Officer (non High-Risk Societies only)

They are responsible for the health and safety of the Club/Society and its members. This means writing up the risk assessments in advance of events and trips, ensuring events run in accordance with the risk assessment and making sure that any additional considerations are made as required (e.g. if a location presents different risks to what had been planned for).

Students who hold this position develop skills in communication and teamwork. They also develop an understanding of key safety controls processes utilised by professional organisations built on compliance with national law.

Equipment/Events Officer

They are responsible for managing all equipment that belongs to the Club/Society and keeping an up-to-date inventory, which should be sent to SUBU on a regular basis. In the event of a Club/Society that does not have any equipment then this is when the position may be used as an alternative committee role such as Events who is responsible for handling the organisation of all events for the Club/Society and the health and safety elements included within this.

Students who hold this position develop skills in communication, teamwork and organisation. Students who hold this role also benefit from an understanding of inventory management and networking with external stakeholders such as venue suppliers.

For more information, please see the [Clubs & Societies Committee Handbook](#) on the [SUBU Committee Zone](#).