



## **Essential Committee Roles & Responsibilities**

This document is an outline of the roles and responsibilities for Committee Members in Clubs and Societies at SUBU. The information detailed below does not list every single duty associated with the role as these will vary between groups, but it gives a general overview of the roles and the duties SUBU expects each Committee Member to fulfil.

All BU 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 are agreeing to SUBU using your contact information to invite you to events and opportunities that are relevant to your role, this includes but is not limited to information about SUBU Summit, Part Time Officer and Full Time Officer Elections.

### **Mandatory Roles**

**These role must be filled by BU students**

**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 needs to know about everything that is happening with the Club/Society but should delegate some tasks to their committee so they are not trying to do everything themselves. 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 health the safety of the club/ society and its members.

**COMMUNICATIONS / 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 health the safety of the club/ society and its members.

**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 health the safety of the club/ society and its members.

### **Optional Roles**

#### **These roles can be filled by associate members**

**HEALTH & SAFETY:** 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).

**EQUIPMENT / EVENTS:** 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.

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The 3 mandatory roles are compulsory and required in order to establish validate Club/Society status within SUBU. They shall be deemed signatories for the Club/Society account and any two may sign off on requests for payment and submit grant requests to SUBU.

They are together responsible for the operation and management of the Club/Society, its members, finances, and health & safety.

Where required or deemed necessary, Clubs/Societies may have additional committee members, such as positions defined by the society prior to committee elections.

It is permissible for no more than 40% of the committee (two persons on a standard committee of five members) to be from affiliate institutions such as AUB. Committee members from affiliate institutions may not hold the role of President, Communications/Secretary or Treasurer and may not sign off any request for funds from the Club/Society account.

