**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.

**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.

**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.

**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.

**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, 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.

All of the above five roles are compulsory and required in order to establish validate Club/Society status within SUBU.

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

All of the above committee members shall be deemed signatories for the Club/Society account and any two committee members (except where one is the payee) may sign off on requests for payment and submit budget requests to SUBU. Some may wish to operate the sign off process differently, of which they are allowed to do so under their own management.

Where required or deemed necessary, Clubs/Societies may have additional committee members, such as positions defined by the constitution of the Club/Society submitted prior to the start of the academic year and entered on the Club Registration (or Re-registration) Form.

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.