



Committee Role Descriptions

Introduction:

This document outlines the basic expectations and responsibilities of the committee roles.

Please bare in mind these are brief descriptions and that societies are encouraged to use as a baseline when developing their own more specific descriptions.

Many societies have additional roles which are not listed here. In this case please speak to your current committee or check your constitution for more information on the role.

Please remember that all roles are a commitment to your club. You will have others relying on you and looking to you to make decisions that positively impact the society as well as the members within it.

Last Updated: 28/01/26



President (core)

Role Responsibilities:

1. Oversee the day to day logistics and running of the group
2. Being the main point of contact for the group, acting as a role model.
3. Lead on the delegation of responsibilities ensuring all committee have a fair amount of tasks.
4. Oversee and uphold the core values of the society expectations, ensuring standards are maintained and that members are encouraged to behave appropriately in line with the senate regulation and code of conduct
5. Lead on ensuring the core activities of the society are met and appropriately carried out.
6. Keep track of the groups finances, ensuring the budget is being kept to and appropriately allocated.
7. Be a key contact for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
8. Frequently monitor the groups development and ensure aims and goals set at the start of the year are met.
9. Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.

Desired Personal Skills:

- Ability to communicate professionally with other committee members, society members and external bodies.
- Strong organisation skills and ability to multi-task/prioritise tasks.
- Dedication and commitment to your student group.
- Able to stay unbiased during problems, misconduct or personal issues.
- Empathy, humility and the ability to listen.

Splitting/Delegating out the Role:

The role of president can be delegated into an additional role of 'vice-president' should the group feel the need to and have the capacity to.

Training:

- Induction
- Wellbeing and Support
- Leadership and Management Training.

Resources:

- Committee Handbook
- Development Report
- Signposting Advice
- Affiliation Documents
- Elections Handbook



Treasurer (core)

Role Responsibilities:

1. Oversee any charity fundraising and donation, ensuring it is in line with guidance and charity law.
2. Take charge in processing and submitting financial requests including monitoring the societies/clubs financial status
3. Create and keep track of the club/societies budget for the year, allocating appropriate funds and actively work on income generation
4. Keep an accurate record of all expenditures and income.
5. Act as a primary signatory on the funding account.
6. Be responsible for coordinating grant funding and other financial applications.
7. Be the key contacts for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
8. Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.

Training:

- [Induction](#)
- [Wellbeing and Support](#)
- [Finances Training Module](#)

Resources:

- [Committee Handbook](#)
- [Signposting Advice](#)
- [Charity Donation Form](#)
- [Sponsorship Handbook](#)
- [Invoice Template](#)
- [Grant Funding Guidelines](#)
- [Financial Procedures Policy](#)
- [Instalment Plan Process](#)

Desired Personal Skills:

- Well organised
- Able to creatively problem-solve when it comes to brainstorming ways to increase funds
- Competent with finances and money management
- Trustworthy
- Tech-savvy for generating grant funding applications, invoices and transferring funds.

Splitting/Delegating out the Role:

The role of president can be delegated into an additional role of 'fundraising and charity coordinator' should the group feel the need to and have the capacity to.



Event and Socials Coordinator (core)

Role Responsibilities:

1. Ensure the smooth and efficient running of society events and socials.
2. Keep updated with event organisation policy and regulations to ensure safety and good conduct.
3. Ensure all event notification forms are submitted on time and any meetings regarding the event are attended.
4. Oversee and manage event budgets as well as ticket sales with the treasurer.
5. Remain consistent throughout the year, creating multiple opportunities for the society to host events.
6. Ensure that non-alcoholic options are always made available and that there is no peer pressure for those to drink if they don't want to.
7. Take the lead on being the key contacts for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
8. Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.

Desired Personal Skills:

- Creative thinker, able to stay updated with fresh ideas.
- Organisation and ability to work to deadlines.
- Able to think quickly and improvise during last minute changes and problems.
- Motivated and dedicated to providing valuable experiences.
- Unbiased and welcoming demeanour.
- Able to communicate professionally, especially with external organisations.

Splitting/Delegating out the Role:

The role of events and socials coordinator can be delegated into 'events coordinator' and 'socials coordinator' or 'co-events and socials coordinators', should the group feel the need to and have the capacity to.

Training:

- Induction
- Wellbeing and Support
- Events and Socials Training

Resources:

- Committee Handbook
- Signposting Advice
- Room Bookings T&Cs
- Events Planning Guide
- External Visitor Form
- Room Directory
- Food Provision Training
- Sports Facilities
- Fundraising Guide
- Bar Crawl Guidance



Event Coordinator

(core - if split)

Role Responsibilities:

1. Ensure the smooth and efficient running of society events that are relevant to your societies objectives and purpose.
2. Keep updated with event organisation policy and regulations to ensure good safety and conduct.
3. Ensure all event notification forms/room bookings are submitted on time and within regulation.
4. Be the lead contact for meetings regarding event plans and organisation.
5. Oversee and manage event budgets as well as ticket sales with the treasurer ensuring you are following the correct financial procedures.
6. Remain consistent throughout the year, creating multiple opportunities for the society to host events that have positive impact on the student experience.
7. Take the lead on being the key contacts for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
8. Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.
9. Ensure any incident reports for issues during events are created and documented.

Desired Personal Skills:

- Creative thinker, able to stay updated with fresh ideas.
- Organisation and ability to work to deadlines.
- Able to think quickly and improvise during last minute changes and problems.
- Motivated and dedicated to providing valuable experiences.
- Unbiased and welcoming demeanour.
- Able to communicate professionally, especially with external organisations.

Splitting/Delegating out the Role:

The role of events and socials coordinator can be delegated into 'events coordinator' and 'socials coordinator' or 'co-events and socials coordinators', should the group feel the need to and have the capacity to.

Training:

- Induction
- Wellbeing and Support
- Events and Socials Training

Resources:

- Committee Handbook
- Signposting Advice
- Room Bookings T&Cs
- Events Planning Guide
- External Visitor Form
- Room Directory
- Food Provision Training
- Sports Facilities
- Fundraising Guide
- Bar Crawl Guidance



Socials Coordinator

(core - if split)

Role Responsibilities:

1. Ensure the smooth and efficient running of society social events.
2. Keep updated with event and alcohol policy and regulations, prioritising good safety and conduct.
3. Ensure there are at least 2 sober committee members present at any alcohol related socials.
4. Ensure that non-alcoholic options are always made available and that there is no peer pressure for those to drink if they don't want to.
5. Ensure all event notification forms/room bookings are submitted on time and within regulation.
6. Oversee and manage social budgets as well as any sales with the treasurer ensuring you are following the correct financial procedures.
7. Remain consistent throughout the year, creating multiple opportunities that have positive impact on the student experience.
8. Take the lead on being the key contacts for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
9. Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible.
10. Ensure any incident reports for issues during socials are created and documented.

Desired Personal Skills:

- Creative thinker, able to stay updated with fresh ideas.
- Organisation and ability to work to deadlines.
- Able to think quickly and improvise during last minute changes and problems.
- Motivated and dedicated to providing valuable experiences.
- Unbiased and welcoming demeanour.
- Able to communicate professionally, especially with external organisations.

Splitting/Delegating out the Role:

The role of events and socials coordinator can be delegated into 'events coordinator' and 'socials coordinator' or 'co-events and socials coordinators', should the group feel the need to and have the capacity to.

Training:

- Induction
- Wellbeing and Support
- Events and Socials Training

Resources:

- Committee Handbook
- Signposting Advice
- Room Bookings T&Cs
- Alcohol Policy
- Room Directory
- Report and Support
- Fundraising Guide
- Bar Crawl Guidance



Secretary

Role Description:

1. Ensure all applications, sign ups or bookings are submitted on time e.g. competition entry or grant funding
2. Submit and maintain the society/clubs affiliation documents, updating them when needed.
3. Monitor and regularly update the society's/clubs website and social media platforms.
4. Lead on and submit the societies affiliation documents, updating them when needed or required.
5. Submit and maintain the society/clubs risk assessment, updating it when needed and regularly refreshing.
6. Promotion of your student group through social media, the SU website and marketing materials.
7. Creating and upholding your societies branding, ensuring consistency and relevancy.

Training:

- [Induction](#)
- [Wellbeing and Support](#)
- [Secretary Training](#)

Resources:

- [Committee Handbook](#)
- [Affiliation Documents](#)
- [Elections Handbook](#)
- [Affiliation Documents Support](#)
- [Individual Role Handover](#)
- [Social Media Policy](#)

Desired Personal Skills:

- Strong customer service abilities
- Organisation and ability to work to deadlines
- Attention to detail when it comes to policy and completing documents
- Punctuality

Splitting/Delegating out the Role:

The role of secretary can be delegated into an additional role of '[social media and pr secretary](#)' should the group feel the need to and have the capacity to.



Social Media / Publicity Officer

Role Description:

Many societies have committee roles focused on the groups marketing, social media and publicity. This role is vital to how a society reaches out to other students especially during freshers week and key recruitment periods. It varies group to group, but this role tends to be suited for those interested in digital communications and public relations.

Training:

- Induction
- Wellbeing and Support
- Events and Socials Training

Responsibilities and Expectations:

- Ensuring safe activity on social media, abiding by conduct policy.
- Promotion of your student group through social media, the SU website and marketing materials.
- Creating and upholding your society's branding, ensuring consistency and relevancy.
- Help to keep the society's publicity on trend, appealing to the likes and wants of the communities your society may fall under as well as other students.

Resources:

- Committee Handbook
- Social Media Policy
- Signposting Advice
- Canva Link
- Hub of Hope

Desired Personal Skills:

- Creative thinker, able to stay updated with fresh ideas and trends.
- An eye for details, potentially a background in visual communication
- Good communication and customer service
- Tech-savvy, with a good/basic knowledge of digital creation.

Splitting/Delegating out the Role:

The role of social media/publicity can be delegated from the secretary role should the group feel the need to and have the capacity to.



Vice President

Role Description:

Vice presidents help out with many of the spare tasks and gaps within the society as well as helping out/standing in for the president where and when needed. They often help out with ensuring the success of other committee members tasks. It is a collaborative role where you should be prepared to pick up tasks across the board where needed.

Training:

- [Induction](#)
- [Wellbeing and Support](#)
- [Leadership and Management Training](#)

Responsibilities and Expectations:

- Supporting the president with their responsibilities, standing in for them when the president is absent.
- Help to fill in the tasks needed when it does not fall to somebody else.
- Support the other committee members with fulfilling their roles, helping out when they need it.
- Lead on producing wellbeing and inclusion related campaigns and initiatives.
- Frequently monitor the groups development and ensure aims and goals set at the start of the year are met.

Resources:

- [Committee Handbook](#)
- [Development Report](#)
- [Signposting Advice](#)
- [Affiliation Documents](#)
- [Elections Handbook](#)

Desired Personal Skills:

- Ability to communicate professionally with other committee members, society members and external bodies.
- Strong organisation skills and ability to multi-task/prioritise.
- Able to stay unbiased during problems, misconduct or personal issues.

Splitting/Delegating out the Role:

The role of vice president can be delegated from the president role should the group feel the need to and have the capacity to.