

SOCIETY

COMMITTEE MEMBER

ROLE PROFILE



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SOCIETY COMMITTEE MEMBER

THE ROLE OF THE COMMITTEE

As Society Committee Members, you're responsible for the day-to-day running of your society. Being part of the leadership team means you get to shape everything your society does. It's a team effort and everyone will need to pull their weight to ensure the success of your society. The more you put in, the more you'll get out!

THE COMMITMENT

Being part of your society's committee doesn't need to eat into too much of your time! On average it will take a few hours out of your week. This will probably look different week by week, but you can expect to be doing things like...

- Society Committee Meetings
- Rolling out communications to your members
- Organising activities, events and socials
- Running your social media accounts
- Managing your society's finances
- Attending Society Forums and Student Council

THE BEST BITS

There's loads to love about leading your society! But here are some of the top highlights...

- Making your society what you want it to be
- Developing transferable skills like communication, leadership, organisation & teamwork
- You could win big at the Students' Union Awards
- You'll get free access to lots of our daytime events!
- You'll be eligible to run for the Elected Officer role of President



ROLE BY ROLE

CHAIR

The Chair is responsible for...

- The day to day running of the society
- Scheduling and chairing regular committee meetings
- Scheduling and overseeing regular society meetings
- The finances of the society, working closely with the Treasurer to ensure the account maintains a healthy balance

SECRETARY

The Secretary is responsible for...

- Acting as the main liaison between the committee and the members
- Being the administrative lead of the committee
- Sending out regular email correspondence to members
- Taking minutes of any meetings wherever necessary and sharing them as required

TREASURER

The Treasurer is responsible for...

- Monitoring the finances of the society, ensuring the account maintains a healthy balance
- Reporting the society's finances back to the committee
- Applying for Society Funding whenever this could be beneficial

INCLUSION OFFICER

The Inclusion Officer is responsible for...

- Ensuring your society is inclusive and welcoming
- Working to reduce any barriers to participation across all society activity
- Making sure your society is completely accessible (i.e. by providing disabled access, accommodating language barriers, understanding cultural differences etc)
- Reporting any behaviour or incidents involving society members that contradict the Equality and Diversity Policy

