

Compulsory Group Committee Positions



President

The President is the lead representative of the Group and the person who oversees the activities, providing support, advice & guidance to the other committee members and overseeing the direction in which the group is heading. This person should have a good understanding of the group and champion its beliefs and aims.

Responsible for;

1. Being a spokesperson or figure head of the group - Maintaining good communication with the SU, the University and beyond.
2. Chair all group meetings – ensure that everything is covered and everyone gets their say.
3. Coordinating other elected positions of responsibility within the group.
4. Keep the aims and purpose of the group in mind at all times.
5. Maintaining Enthusiasm, be passionate and driven in the group's activities.

Secretary

The Secretary is the backbone of the group and ensures everything runs smoothly. Communication is key to the role, keeping all members in the loop so everyone stays interested and involved. This person should be approachable and organised.

Responsible for;

1. Sending and receiving group emails and post
2. Arranging and informing members of any meetings, creating agendas and taking minutes at meetings.
3. Booking spaces and venues as well as managing and maintaining equipment.
4. Maintaining up-to-date records of memberships and contact details and ensure members are registered to the group online.
5. Ensuring key information is passed on to all members.

Treasurer

The Treasurers role is all about the money, from knowing where the groups' finances stand at any point to planning ahead and avoiding potential debt. This person should have an understanding of budgeting and be trustworthy.

Responsible for;

1. Learning & understanding the Students' Union financial Systems.

2. Keeping track of all income/expenditure and ensure the committee and members are regularly informed.
3. Collecting any monies and ensuring that all funds are paid into the Groups account held with EHSU.
4. Submitting funding applications within the SU and to wider organisations.
5. Co-ordinate fundraising.

Additional Roles

Equality & Diversity (E&D) Officer

The E&D officer facilitates and champions' inclusivity within the group ensuring all students have the equal opportunity to participate in your group's activities and events. (Although this seems obvious, it's sometimes hard to be inclusive of everyone when we're all so different. It's not always easy to know if you are excluding people or even how you might be excluding them.)

You should focus on ensuring you are not being exclusive by the way you communicate, in meetings, in the kind of social events you run, through your publicity, and – less tangibly – by the culture of your Club or Society.

Reflecting the diverse nature of the student body will increase your membership and participation and everyone will feel able to get involved & make friends. Key areas to start with are thinking about how you can or currently include students from Liberation and minority groups. Including (but not limited to) students who define as LGBT+, BME, Women, Disabled, Post-graduate, part-time & mature, international, members of faith groups and student parents.

Responsible for;

1. Attending relevant training /workshops and conveying information to your group.
2. Have an understanding of inclusion issues and be lead in the creation and implementation of an inclusivity policy for your group.
3. Ensuring group activity and events are inclusive and accessible for a diverse range of members.
4. Be the 1st point of contact for members or prospective members who have any concerns, issues or feedback regarding equality and diversity.
5. Work with other committee members to ensure that their area of work has taken getting everyone involved into consideration