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**A Guide to Society Committee Positions**



****The chairperson is the figurehead and leader of the society. You are responsible for setting goals and objectives, managing the committee team and ensuring the society runs smoothly throughout the year. You’ll need to provide support, advice and guidance to your members throughout the year. In order for the society to be a success it is important that the chairperson is passionate about what the society does.

Roles include:

* **Correspondence** - keeping up to date with your society emails and decide who will be actioning them
* **Training** - attending society training with your fellow committee members.
* **Scheduling** - keeping on top of society events and allocating roles to ensure these run smoothly
* **Annual General Meeting** – offer the secretary guidance on the planning of the meeting and provide a brief report on your society’s successes for the year
* **Delegating** - you can’t do everything! Give tasks to your committee and society members based on their passions and expertise
* **Public speaking** - representing the society at events and to student media

**Three key skills you will gain:**

* **Leadership skills:**
This transferrable skill will allow you to effectively manage a team. This role will allow you to tell employers how you developed this skill during your time chairing your society.
* **![C:\Users\ex1307\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TE70X8X7\MC900440424[1].wmf]()Teamwork skills:**
To ensure the team works together, everyone needs to be supported in their roles and ensure everyone’s opinions are heard. If someone is not pulling their weight it would then be your responsibility to ensure every member, who has committed to their role, is actively involved!
* **Time management:**

As this role is something additional to your university work, your role will help you develop the ability of managing your time effectively.

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It’s your responsibility to take care of the organisational needs of the society; ensuring all society meetings are arranged, rooms are booked and everyone who needs to attend is informed in good time. These meetings could be regular or whenever the committee feel it would be appropriate.

Roles include

* **Room bookings** - from regular society meets to bigger events, it is the role of secretary to ensure a suitable space is booked
* **Minute taking** - At any meeting with a formal agenda the chairperson will communicate what needs to be discussed and the secretary will write up an agenda. The minutes are circulated to everyone who was invited to the meeting.
* **Scheduling** - the secretary must be aware of the society’s weekly and monthly plans
* **Organising the Annual General Meeting** - this takes place towards the end of the academic year and is used to make decisions for the continuation of the society, as well as to decide the committee members for the following year
* **Paperwork** - To submit forms and applications as required by the Union or Society e.g. room booking forms, risk assessments etc.

**Three key skills you will gain:**

* **Listening skills:**This is a great opportunity to interpret what society members really want to see from the society. This will help you develop the society and help strengthen the student involvement in your society. Good listening skills will ensure you record accurate information from meetings which can be later relied on by the committee.
* **Organisation skills:**In your role you can develop your organisation skills by arranging meetings, helping schedule events and working with the Union to complete any necessary paperwork.
* **Communication skills:**

**![C:\Users\ex1307\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ANTTBS2X\MC900440428[1].wmf]()**Being able to clearly communicate the information back to committee members or to inform them of what the meetings will involve.

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It is a treasurer’s responsibility to handle the money. However, you must also have your eye on the bigger picture. Committee members will rely on your feedback of what they have in their society account and ensure you can plan accordingly for upcoming social or academic events.

Roles include

* **Accounts**- Ensuring money is spent correctly and transactions recorded accurately.
* **Seeking financial support**- Applying for financial help from the Society Support fund. More information can be found here <https://www.wolvesunion.org/societies/supportfund/>
* **Planning**- help plan fundraising activities for your society, by giving an overview of what needs doing in order to achieve your goals.
* **Budgeting** - for this year and next, ensuring that society money is spent appropriately to benefit members and the continuation of the society.

**Three key skills you will gain:**

* **Creative thinking:**Use your creativity! What different ways can your society think of this year to raise money? How can your society come up with the money to do even bigger and better events?
* **Budgeting:**You will be responsible for making sure the committee members are aware of the funds available to them. You can request this information by asking the student engagement department in the Students’ Union.
* **![C:\Users\ex1307\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\SJYNAX7M\MC900440410[1].wmf]()Negotiation:**How good are your negotiation skills and are you willing to put them to the test? In your role, negotiate the price your society has to pay, it may not always be negotiable but there’s no harm in trying!

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The roles mentioned above may not be the only roles you would like to introduce in your society. You can also create new roles that would help the society achieve more. For example:

* **Vice - Presidents** - These roles have usually been used by the societies to delegate tasks to individual people so everything can be done at the same time without a task being neglected for the benefit of the students.
* **Events Co-ordinator / Social Secretary –** Social secretaries are in charge of organising efficient, fun and social events. Social events allow your members to get to know each other better and have more fun which in turn builds greater commitment to your society.
* **Publicity Officer** – This is a great role for somebody with the necessary ‘people’ and media skills to promote your society. Having someone focus on doing this effectively is a great way to recruit more members, network with other societies and create a real buzz around your activities.
* **Fundraising Officer** *-* Working alongside the treasurer, the Fundraising Officer is in charge of the developing and executing new and exciting fundraising opportunities. This is an important role to fill if your society is dedicated to raising money for charity. At the same time, an outstanding fundraiser also knows how to use the same skills to creatively fundraise for their own Society.

The student engagement team are here to help and support you with anything you do. If you have any questions relating to your society, simply just come and ask us! We are more than happy to help!

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