**Committee Role Description**

There are three core roles in every society: **President, Comms/Secretary and Treasurer**\*. These positions **must be held by 3, current BU students** and they act as signatories for the society and together, are responsible for the society’s members, finances, and health & safety. The role descriptions do not list every single duty associated with the role as these will vary between groups, but it gives a general overview of the duties SUBU expects each committee member to fulfil.

**\***For high-risk societies, there is a fourth mandatory role of Health and Safety Officer. High-risk societies will be directly contacted by the Student Opportunities Manager regarding additional support.

**President:** Presidents will oversee all society activity and make sure to equally divide the workload amongst the committee. They will be there to assist the committee with any queries, ensuring that members undertake their role in an efficient, effective, and responsible manner. As a President, you will the main contact between the society and SUBU/ Student Opportunities Team. All mandatory committee members will be responsible for health and safety of the club/ society and its members.

**Comms/Secretary:** Secretaries hold responsibility for managing communication between the Club/Society and its members via email or social media pages. They should be regularly checking the society SUBU email address and overseeing the online membership system to liaise with the Treasurer about the collection of any outstanding membership fees. All mandatory committee members will be responsible for health and safety of the club/ society and its members.

**Treasurer:** Treasurers 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 be completing PO Request Forms/ Claims Forms to send to SU Clubs and keep up to date with which members have paid and liaise with the Comms/Secretary to follow up outstanding membership fees. All mandatory committee members will be responsible for health and safety of the club/ society and its members.

**Health and Safety Officer (required for High Risk Societies):** 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 and trips, 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). The H+S Officer should signpost members to the SUBU Advice Team if approached with wellbeing concerns.

**Optional/ additional roles- these can be held by associate members.**

**Equipment Officer:** This officer would be responsible for managing the club’s equipment and keeping an up-to-date inventory list. If the clubs’ inventory is stored in the shipping container, it would be their responsibility to come and collect the key from the Student Opportunities Team to grab any necessary equipment for the club’s regular activity.

**Social Secretary:** Social secretaries are responsible for the organisation of society socials; sober and non-sober. They should liaise with the Health and Safety Officer to create risk assessments for social activities (e.g. pub crawls/ games nights/bowling) and share the responsibility of making sure all members are safe while attending social activities.

**Club Criteria**

1. All SUBU clubs/ societies must have a minimum of 15 fully paid members (including committee members) to operate.

2. No club should have a membership base that consists of more than 50% of associate members.

3. All SUBU clubs/ societies must have at least one active social media platform to engage with their members.

4. All SUBU clubs/ societies should hold at least one meeting with their members each month

5. No club should hold a negative bank balance for an extended period without consultation with SUBU.