

Club and Society Committee Role Descriptors 2024-2025

Staffordshire University Students' Union is committed to designing and supporting an environment giving every student, every reason to be 'Proud to be Staffs!' We recognise the effort and time our Student Committee volunteers dedicate to running their respective organisations and we are committed to making sure that this effort is rewarded when seeking employment in the future.

Student Committee leaders are dedicated to delivering unique and exciting opportunities for themselves and fellow students to participate in activities and events focussed around their areas of interest. It would be near impossible to identify all of the tasks and skills required to fulfil the plethora of roles delivered by all of our numerous committee, the following summaries identify a small portion of their roles:

Club Committee Leaders

Club committee leaders operate their groups to deliver sporting opportunities for students to participate in their chosen sport both recreationally and competitively. Strong organisational skills are required to co-ordinate the logistics of venue bookings and participant availability as well as ensure compliance adherence in a range of health, safety and welfare aspects of their group's operations including meeting National Governing Body and insurance requirements.

Society Committee Leaders

Society committee leaders provide invaluable opportunities to students to engage in extracurricular activity that is a vital part of enhancing their member's university experience. They build and bring communities together through shared interests and people management is a key element of their work. Seeking opinions and delivering on the members' feedback. Strong organisational and people skills are a must as well as project planning and policy compliance.

Academic Society Leaders

Academic Society committee leaders demonstrate high levels of professionalism in working alongside Students' Union staff teams and our academic colleagues whilst balancing the requirements of their members to deliver valuable co-curricular learning opportunities for their members.

Academic societies are managed by students with the aim to enhance both their learning and student experience at the university. Academic Societies do not aim to replicate teaching, instead they complement and enhance the classroom learning by providing opportunities for peer support and exploration through discussion as well as providing a wide range of both extra and co-curricular activity from industry expert external speakers and Q&As to skills workshops and networking events. Strong organisational and people skills are a must as well as project planning and policy compliance.

Executive Committee Roles

Every Club and Society will have at least three elected members out of the four roles that are classified as the 'Executive Committee'. These are the only signatories for the Club or Society and are the key point of contact for the Students' Union, the university and External Organisations.

The Executive Committee roles are:

Manager, Finance Officer, Communications Officer, Wellbeing and Inclusion Officer

Role Descriptor

Manager

The Club or Society Manager is a key role on any voluntary Management Committee. The Manager must ensure that the Club/ Society has full participation during meetings/events, that all relevant matters are explored and that effective decisions are made and carried out.

The role of a manager may be time consuming, with work between meetings, external representation of the organisation, and work with staff. Managing a large student-led organisation requires diplomatic and leadership skills of a high level.

Main duties of the Manager

- To act as an ambassador of the Students' Union and uphold and promote the organisational mission and values at all times
- To hold overall responsibilities for the operations and activities of the Club/ Society to ensure that the policies and procedures of the Students' Union are adhered to in all activities
- To manage the roles of Committee and Sub-Committee to fulfil the purpose of the Club/ Society
- Overall responsibility for the submission of required documentation to the Students' Union
- To ensure that the Student Engagement department is kept informed of all key developments within the group, including but not limited to: Events planning, sub-committee appointments, committee resignations.
- To ensure representation and active participation in all Student Group Executive meetings and occasionally Student Council and local forums.
- To lead the development of sustainable student-led organisations, through planning and organisation
- Respond promptly to information requests from the Student Engagement team.
- Deliver on commitments of the group's Development Plan including the delivery and frequency of events/opportunities for members to engage which must include at least 6 activities/opportunities for members to engage in each term.

Key skills

Communication

- Seeking and providing feedback, liaising with staff, submitting key documents
- Negotiation

Organisational skills

- Project planning & management
- Delegation and supporting key members
- Time management
- Ability to overcome hurdles and problems in a constructive manner
- Self motivated & self reliant
- Flexible & adaptable
- Attention to detail
- Team player

Additional documents and key information that underpin the expectations of the role

Committee Code of Conduct	Your Union's Values	University Values
Committee Hub - SharePoint	Your Union's constitution	University Policies & Regulations that are relevant to all current students

Role Descriptor

Finance Officer

The Finance Officer oversees all aspects of the financial management of the group, working closely with other members of the Management Committee to safeguard the organisation's finances and assets. Given these responsibilities, the Finance Officer typically acts as an information and reference point for the Manager and other committee members: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving, completing and submitting relevant documentation, as well as maintaining asset inventories.

Main duties of the Finance Officer

- To act as an ambassador of the Students' Union and uphold and promote the organisational mission and values at all times and to ensure that the policies and procedures of the Students' Union are adhered to in all activities
- To support the manager in the financial planning and administration of the Club/ Society
- To ensure that the Student Engagement department is kept informed of all key financial developments and plans within the group, including but not limited to: submitting the Financial plan, membership & fee forecasts and claim forms in a timely manner and in accordance with current Students' Union policy and procedures
- Develop and implement a fundraising strategy if agreed by committee as being appropriate
- Respond promptly to information requests from the Student Engagement team
- Support the manager to deliver on commitments of the group's Development Plan including the delivery and frequency of events/opportunities for members to engage which must include at least 6 activities/opportunities for members to engage in each term.

Key skills

Communication

- Seeking and providing feedback, liaising with staff, submitting key documents
- Negotiation

Organisational skills

- Project planning & management
- Record keeping
- Basic financial planning/budgeting
- Ability to overcome hurdles and problems in a constructive manner
- Self motivated & self reliant
- Flexible & adaptable
- Attention to detail
- Team player

Additional documents and key information that underpin the expectations of the role

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Role Descriptor

Communications Officer

The role of the Communications Officer is to support the Manager in ensuring the smooth functioning of the Club or Society. Given these responsibilities, the Communications Officer often acts as an information and reference point for the Manager and other members: clarifying past practice and decisions; confirming legal requirements; and promoting the activities of the Club/Society.

Main duties of the Communications Officer

- To act as an ambassador of the Students' Union and uphold and promote the organisational mission and values at all times and to ensure that the policies and procedures of the Students' Union are adhered to in all activities
- Liaising with the Manager to plan meetings, events, socials and activities
- Working closely with the SU Marketing Team to promote and develop the image of the Club or Society
- Planning and Managing Activities to support recruitment to the Club or Society
- To ensure that **all** group events, meetings and socials are advertised on the Students' Union website and that all members are informed of all planned activities.
- Managing information in a GDPR compliant manner and in line with current Students' Union policy and procedures
- Responding to all Club/Society Member correspondence
- Respond promptly to information requests from the Student Engagement team
- Support the manager to deliver on commitments of the group's Development Plan including the delivery and frequency of events/opportunities for members to engage which must include at least 6 activities/opportunities for members to engage in each term.

Key skills

Communication

- Seeking and providing feedback, liaising with staff & key stakeholders.
- Negotiation

Organisational skills

- Project planning & management
- Time management

Digital skills

- Social media promotions
- Digital communications, adding events to the website

- Ability to overcome hurdles and problems in a constructive manner
- Self motivated & self reliant
- Flexible & adaptable
- Attention to detail
- Team player

Additional documents and key information that underpin the expectations of the role

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Role Descriptor

Wellbeing & Inclusion Officer

The Wellbeing & Inclusion Officer's role is to promote member wellbeing and to ensure that all student members of Staffordshire University feel welcome and able to engage in events and activities offered by the group.

Main duties of the Wellbeing & Inclusion Officer

- To act as an ambassador of the Students' Union and uphold and promote the organisational mission and values at all times and to ensure that the policies and procedures of the Students' Union are adhered to in all activities
- Maintain and enhance inclusivity within your group, for all members, irrespective of characteristics or circumstances.
- Help to build bonds and friendships between members of the group to reduce isolation
- Share with members; campaigns and information to support students' wellbeing whilst at university
- Directing students to relevant support services where required
- Liaising with the Students' Union to report/refer students of concern
- Remain up to date with relevant training provided by the Students' Union, including but not limited to Signposting, Equality, Diversity & Inclusion & GDPR training.
- Respond promptly to information requests from the Student Engagement team
- Support the manager to deliver on commitments of the group's Development Plan including the delivery and frequency of events/opportunities for members to engage which must include at least 6 activities/opportunities for members to engage in each term.

Key skills

Communication

- Seeking and providing feedback, liaising with staff and key stakeholders,
- Listening and empathy
- Signposting

High level of integrity

- Appropriately managing potentially sensitive information and disclosure
- Ability to overcome hurdles and problems in a constructive manner
- Self motivated & self reliant
- Flexible & adaptable
- Attention to detail
- Team player

The Wellbeing & Inclusion Officer does not provide advice nor act in any formal capacity as an advisor. The Wellbeing & Inclusion Officer provides information, where appropriate to aid students to seek support from a range of services, which may include signposting to the professional support services.

Additional documents and key information that underpin the expectations of the role

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Sharing Responsibilities and team work

Student leaders have a lot of varying responsibilities and commitments, they are volunteers whose studies must come first. There may be times where other committee members need to pick up areas of work on behalf of others to deliver the group's requirements. A successful committee will work collaboratively and supportively, agreeing who will take on which tasks and when. This will be managed in a way which ensures equal workload across the committee team.

Sub-Committee Roles

(Internally Elected positions)

Our clubs and societies come in all shapes and sizes, each will operate in a different way and as such the Committee may need to be supported by additional or more specialist 'sub-committee' roles. The Sub-committee roles are identified and agreed each year by the Executive Committee team, they do not form part of Executive Committee and do not act as signatories. They do however hold important roles in delivering the key aims and objectives of the group and must agree to:

- Act as an ambassador of the Students' Union and uphold and promote the organisational mission and values at all times.
- Complete any training provided by the Students' Union to support them in delivering their role

Sub-committee must be current students of Staffordshire University and the group manager must be able to demonstrate if requested by the Students' Union, the democratic election process taken in appointing these positions. (Whether that be an online poll, email ballot, show of hands at a member's meeting etc)

The group manager should inform the Student Engagement department of the student's name and number of new Sub-Committee appointments and resignations.

Social Media Moderators

(Internally appointed positions)

As social media plays such a large role in communications for some student groups, platforms such as Discord can become time consuming to manage. The Executive Committee are able to appoint Social Media Moderators to assist in the management of Social media Platforms. The moderators do not form part of Executive Committee and do not act as signatories. They do however hold important roles in delivering the key aims and objectives of the group and must agree to:

- Act as an ambassador of the Students' Union and uphold and promote the organisational mission and values at all times.
- Complete any training provided by the Students' Union to support them in delivering their role

Social Media moderators must be current students and members of the student group.

The Communications Officer should make a recommendation to the committee for the appointment of the Moderator. The Moderator is then appointed upon agreement of the Executive Committee.

An internal all-member election may be held where agreement from Executive Committee on the individual appointment cannot be reached and in such circumstances the group manager must be able to demonstrate if requested by the Students' Union, the democratic election process taken in appointing these positions. (Whether that be an online poll, email ballot, show of hands at a member's meeting etc)

The group manager should inform the Student Engagement department of the student name and number of new Social Media Moderator appointments and resignations.