**Student Group Committee Role Descriptions 2020**

**(Core Roles Only)**

**Chairperson**

The Chair of a society is the key leader, who oversees all of the activities within the group. The Chair will need to provide support, advice and guidance to the other committee members throughout the academic year.

*Key Responsibilities*

1. To be the societies main point of contact between DSU and any external bodies
2. Lead on building student groups aims and objectives
3. Support other members of the committee with their responsibilities
4. Chair committee meetings
5. Ensure that constitutions are followed
6. Ensure all relevant paperwork and forms are completed, including trips and events forms, risk assessments and incident reports
7. Ensure DSU codes of conduct are being followed
8. Ultimately responsible for the behaviour of all student group members during student group activities
9. Responsible for ensuring all membership fees are collected alongside the Treasurer
10. Arranging regular meetings of the student group including the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM)
11. Maintaining committee enthusiasm – if you are not passionate, no-one else will be

**Treasurer**

Being a treasurer is not just about handling money, it means knowing how their student group finances stand at any one time and planning accordingly. This post holder must work closely with all other committee members to ensure that all plans come to fruition.

*Key Responsibilities*

1. Administer student group finances
2. Joint responsibility with Secretary for ensuring all membership fees are collected and monitoring membership list
3. Responsible for logging all ingoing and outgoing payments
4. Organise fundraising or sponsorship for the student group if required
5. Ensure that committee members or student group members receive their reimbursements from the societies self-funding account
6. Sign off any reimbursements used for student group expenses
7. Regularly reviewing student group budget and accounts to ensure the society is financially stable throughout the year

**Secretary**

This position is the backbone of any student group and is key to ensuring that things run smoothly. Emails need to be written, rooms and activities need to be booked and above all you need to communicate what is going on to your members, so they stay interested and stay involved.

*Key Responsibilities*

1. To deal with all incoming communications and pass these on to the committee and/or members
2. Joint responsibility with Treasurer for ensuring all membership fees are collected and monitoring student group membership list
3. Organise fundraising or sponsorship for your group if required alongside the Treasurer
4. To keep members up-to-date about all student group activities
5. Publicise meetings
6. Provide secretarial support to the student group committee and issue minutes of meetings and agendas to all members
7. Arrange meetings and book rooms or venues including the AGM/EGM
8. Be aware of key dates for your society throughout the year
9. Keep student group information on the DSU website up to date
10. Oversee any social media accounts representing the student group (unless delegated to another position)
11. Oversee production of student group materials for activities fair

**Health & Safety**

This role is vital to any student group and incorporates everything from risk assessments, to ensuring first aid cover. You’re also responsible for maintaining the mental wellbeing of your members and reviewing your society equipment.

*Key Responsibilities*

1. Attend first aid training and ensure appropriate first aid is available at all sessions and events
2. Attend other associated training including mental health support, anti-bullying and harassment, combatting stress and others as required
3. To ensure that risk assessments are regularly updated and revised
4. Report all accidents to DSU using the Incident Reporting Form
5. Ensure that all equipment issued for an activity is suitable for that purpose
6. Ensure that equipment is not used for unofficial trips/events
7. In conjunction with the Treasurer ensure the repair and disposal of unsafe equipment
8. Arrange in conjunction with your club Treasurer the purchase and replacement of equipment
9. Ensure that all trips and events follow the necessary DSU process **(p.17)**
10. Responsible for reporting any health concerns you have (physical or mental) of club members to DSU