

DSU Student Group Role Descriptions

Role Title	Chairperson
Estimated Time Commitment	1 -6 hours a week, flexible around your studies and other commitments
Dates of Role	Full duties begin on 1 st August and end 31 st July the following year.
Status	Voluntary Student Leader
Summary of Responsibilities	As Chairperson, you will be responsible for the leadership, direction, and effective operation of the society, ensuring it delivers a positive experience for members.
Employability Skills	In this role you will gain a wide range of skills, such as; Leadership, accountability, strategic thinking, resilience, communication, collaboration, decision-making, and professional confidence.

Chairperson Duties

- Organise and lead committee meetings
- Create and maintain a positive, inclusive, and productive committee environment; ensuring responsibilities are shared fairly.
- Take on board feedback from your members regularly, and if needed bring attention to it through appropriate channels- eg, Student Voice Leaders, your coordinator, Student Council.
- Ensure your group adheres to processes, policies and guidance- these being your Constitution, the Byelaws, and DSU's and DMU's Code of Conduct.
- Manage challenges, and conflicts in a professional and timely manner
- Develop and manage sponsorships or external affiliations, informing the Students' Union as required
- Represent the society and its members at Student Council and relevant meetings
- Support Treasurer in the approvals and oversight of your group's finances.

Whole Committee Duties

All committee members will be expected to do the following, on top of their individual duties:

- Act in accordance with the Students' Union, Byelaws, and Codes of Conduct
- Work collaboratively to plan and deliver society activities
- Promote your society to the wider student body
- Attend meetings with your allocated Student Opportunities Coordinator (minimum once per term)
- Attend and represent members at Student Council where required
- Complete all mandatory training
- Signpost members to appropriate wellbeing and support services

Leadership Framework Development

Across all committee roles, students will develop skills aligned with the DSU Student Leadership Framework, including:

- Taking initiative and responsibility
- Working collaboratively with peers and staff
- Communicating confidently and professionally
- Acting with integrity and accountability
- Developing self-awareness, resilience, and confidence
- Gaining transferable skills valued by employers

Support and Training

You will be supported by a member of staff at DSU; a Student Opportunities Coordinator.

Your allocated Coordinator will be your main point of contact within the Students' Union for keeping your group active and engaged throughout the academic year.

As well as being provided with a key contact for support, you will also be offered a variety of in-person and online training and development opportunities throughout the academic year.

A Committee Hub of resources to help you run a society can be accessed all year round at www.demontfortsu.com/activities/hub. If you have any further questions about this role, please contact the Opportunities Team at dsuopportunities@dmu.ac.uk.

DSU Student Group Role Descriptions

Role Title	Secretary
Estimated Time Commitment	1 -5 hours a week, flexible around your studies and other commitments
Dates of Role	Full duties begin on 1 st August and end 31 st July the following year.
Status	Voluntary Student Leader
Summary of Responsibilities	As secretary you are responsible for the effective communication of the society, ensuring accurate records, clear communication and continuity between committees.
Employability Skills	In this role you will gain a wide range of skills, such as; Organisation, reliability, written communication, digital capability, integrity, accountability, attention to detail, and administrative competence.

Secretary Duties

- Record meeting notes and circulate meeting notes amongst the committee so they can keep track of the actions they have agreed to do
- Submit Activity Plans for all society events and activities throughout the year
- Maintain an up-to-date inventory of society equipment and resources
- Produce and maintain a comprehensive handover document for future committees, including logins for social media.
- Support internal and student-facing communications, social media, DSU website, group chats
- Maintain communication with your coordinator throughout the year, through emails, meetings and other forms of communication.

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DSU Student Group Role Descriptions

Role Title	Treasurer Officer
Estimated Time Commitment	1 -6 hours a week, flexible around your studies and other commitments
Dates of Role	Full duties begin on 1st August and end 31st July the following year.
Status	Voluntary Student Leader
Summary of Responsibilities	As Treasurer, you are responsible for the financial management of the society, ensuring funds are used responsibly and for the benefit of your whole group. You will also ensure compliance with the Unions financial procedures and policies.
Employability Skills	In this role you will gain a wide range of skills, such as; Financial literacy, budgeting, critical and systems thinking, integrity, accountability, planning, organisation, and informed decision-making

Treasurer Duties

- Monitor your Student Group Finance (SGF) account balance throughout the year using the designated finance portal
- Budget funds for your group's activities, and purchases for the year ensuring that there is no overspending
- Support the planning and delivery of fundraising activities.
- Have oversight of any submissions and/or approvals for reimbursement and supplier payments, in line with the Students Unions procedures.
- Understand the SU's timelines for funding, reimbursements etc. and be confident to explain the rules to other committee members
- Apply for additional funding from the Development Fund, Golden Ticket Fund and/or other sources, as and when needed.
- Advise the committee on financially sustainable decision-making.

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DSU Student Group Role Descriptions

Role Title	Wellbeing Officer
Estimated Time Commitment	1 -4 hours a week, flexible around your studies and other commitments
Dates of Role	Full duties begin on 1st August and end 31st July the following year.
Status	Voluntary Student Leader
Summary of Responsibilities	As Wellbeing Officer, you are responsible for the health and safety and accessibility of your group. You also help ensure that your group is safe, welcoming and open to all students.
Employability Skills	In this role you will gain a wide range of skills, such as; Empathy, emotional intelligence, communication, safeguarding awareness, EDI awareness, collaboration, confidence, and responsibility, risk assessments.

Wellbeing Officer Duties

- Attend all mandatory Wellbeing Officer related training
- Complete Risk Assessments for all applicable society activity- one to cover your yearly activity, and then for your group's activity throughout the year, as and when appropriate.
- Support new members during the transition into university and joining your group.
- Act as an appropriate point of contact for your members, signposting to appropriate wellbeing and support services when appropriate.
- Encourage inclusive participation and ongoing engagement within your group's activities and events.
- Actively work towards removing barriers that may limit access to your group, escalating through appropriate channels when needed
- Help members feel part of your student group and the wider DMU community – promoting wider union and university campaigns

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