

Committee Positions 2021/2022

Society President VACANT

The President is the leader of the Society and oversees its activity. The President will provide support, advice and guidance to the other committee members throughout the year and will be the first point of contact for the Student Association and other university staff.

Duties:

- Providing direction, support and leadership for the Society's development.
- Coordinating and delegating tasks appropriately to other officers.
- Accurately representing the Society and its members by being its spokesperson.
- Liaising with the Student Association's full-time officers and university staff.
- Chairing all Committee Meetings and other appropriate meetings.
- Understanding and upholding the Society's responsibilities within the Student Association's Constitution, policies and regulations.
- Communicating relevant information to the Committee and the members.
- Ensuring that all activities are conducted safely, and all relevant safety procedures are adhered to.
- Monitoring the Society email account and responding to enquiries in an appropriate and timely manner.
- Delegating any emails to the relevant committee members.
- Attending relevant meetings or training.
- Creating an agenda, in conjunction with the Secretary, for AGM's and meetings, circulating this one week in advance.
- Taking joint responsibility, with other officers, for monitoring any Society website and social media accounts ensuring that no inappropriate content is permitted.
- Taking joint responsibility, with the Finance Officer, for monitoring of Society finances.
- Taking joint responsibility, with the Events Officer, for events that have an external guest or speaker and ensuring all procedures are followed.

Skills gained:

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|---|--|---|
| <input checked="" type="checkbox"/> Written Communication | <input checked="" type="checkbox"/> Teamwork | <input checked="" type="checkbox"/> Decision making |
| <input checked="" type="checkbox"/> Organisational skills | <input checked="" type="checkbox"/> Verbal Communication | <input checked="" type="checkbox"/> Leadership |
| <input checked="" type="checkbox"/> Time management | <input checked="" type="checkbox"/> Delegation | <input checked="" type="checkbox"/> IT skills |
| <input checked="" type="checkbox"/> Financial management | <input checked="" type="checkbox"/> Numeracy | <input checked="" type="checkbox"/> Networking |
| <input checked="" type="checkbox"/> Project management | <input checked="" type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Creativity |

Secretary VACANT

The Secretary is responsible for the administration of the Society, arranging meetings along with taking and circulating the meeting minutes.

Duties:

- Recording minutes taken at AGM and meetings and circulating action points them.
- Creating an agenda, in conjunction with the President, for AGM's and meetings, to be circulated **one week** in advance of meetings
- Organising room/venue/ online bookings for meetings or activities by following the correct procedures.
- Advising committee members where meeting will take place
- Responding, in an appropriate and timely manner, to emails that have been delegated to them.
- Organise the AGM.
- Organising and maintaining the Society's records, paperwork and social media channels (in conjunction with the Events Officer and Social Media Officer)
- Attending relevant meetings or training.
- Taking joint responsibility, with other officers, for monitoring any Society website and social media accounts ensuring that no inappropriate content is permitted.

Skills gained:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Written Communication | <input checked="" type="checkbox"/> Teamwork | <input checked="" type="checkbox"/> Decision making |
| <input checked="" type="checkbox"/> Organisational skills | <input checked="" type="checkbox"/> Verbal Communication | <input checked="" type="checkbox"/> Leadership |
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| <input checked="" type="checkbox"/> Financial management | <input checked="" type="checkbox"/> Numeracy | <input checked="" type="checkbox"/> Networking |
| <input checked="" type="checkbox"/> Project management | <input checked="" type="checkbox"/> Problem solving | <input checked="" type="checkbox"/> Creativity |

Society Finance & Membership Officer

The Finance Officer is responsible for planning, authorising and monitoring the financial activities of their Society. In addition, this position is responsible for the fundraising ideas of the committee and approving new members to the Facebook group

Duties:

- Learning and understanding the Student Association's financial system.
- Ensuring that the Society accounts remain in credit, and within budget, at all times by keeping track of all income and expenditure.
- Preparing a monthly position of financial position to be presented at monthly meetings.
- Approving and ensuring that participants of the Facebook group have signed up for membership through the students association.
- Provide monthly updates of the number of new and existing members.
- Applying for any Student Union fundraising/external funding e.g. sponsors (if relevant) through the correct procedures.
- Be the signatory that authorises all the Society's expenditure.
- Attending relevant meetings or training
- Send out reminders when membership renewal is due.
- Taking joint responsibility, with the President, for monitoring of Society finances.
- Responding, in an appropriate and timely manner, to emails that have been delegated to them
- Taking joint responsibility, with other officers, for monitoring any Society website and social media accounts ensuring that no inappropriate content is permitted.

Skills gained:

- Financial management Numeracy Time management
- Written Communication Teamwork Problem solving
- Decision making Organisational skills IT skills
- Verbal Communication Networking

Society Events/ Podcast Officer

The Events Officer is responsible for ensuring events are organised efficiently and professionally.

Duties:

- Publicising, in advance, the arrangements for activities & events to Society members.
- Attending relevant meetings or training.
- Ensuring that all events and trips are registered according to Students' Associations procedures as and when appropriate.
- Plan and create a comprehensive annual calendar of events, sharing this with the members of the Society.
- Delegating tasks to other committee members for events.
- Creating ways to ensure members of the Society are engaged.
- Responding in an appropriate and timely manner to emails that have been delegated to them
- Taking joint responsibility, with other officers, for monitoring any Society website and social media accounts ensuring that no inappropriate content is permitted.
- Creating evaluation forms for official events and presenting this data at the meeting proceeding the event.
- Creating event specific certificates for guest speakers (for CPD purposes) and for students (for evidence for their e-portfolio)
- Provide a monthly update to the committee on upcoming events, as well as feedback from previous events.

Skills gained:

- Written Communication Teamwork Problem solving
- Organisational skills Verbal Communication Time management
- Administration IT skills Marketing
- Creativity Social Media Leadership

Society Social Media Officer

The Social Media Officer is responsible for ensuring that the Society members are engaging through social media.

Duties:

- Organising and leading the Society's social media channels
- Highlighting any national events or campaigns to members (e.g. Mental Health awareness week, cervical screening day etc).
- Attending relevant meetings or training.
- Communicating regularly with members via social media
- Creating a rota for other committee members to be the hosts of the social media accounts.
- Responding in an appropriate and timely manner to emails that have been delegated to them
- Taking joint responsibility, with other officers, for monitoring any Society website and social media accounts ensuring that no inappropriate content is permitted.
- Ensure members are acting within the NMC Social Media guidance as well as the values of the committee.
- Working in conjunction with the Events Officer to promote any events.
- Delegating any appropriate tasks to the Deputy Social Media Officer.
- Provide an update of the Social Media plan for the following month

Skills gained:

- Written Communication Teamwork Problem solving
- Organisational skills Verbal Communication Time management
- Administration IT skills Marketing
- Creativity Social Media Leadership

Society Merchandise Officer- VACANT

The Merchandise Officer is responsible for ensuring that the Society merchandise are engaging through social media, along with approval of new members to Facebook group

Society Deputy Merchandise Officer

Duties:

- Organising and leading the Society's social media advertising of merchandise when available
- Working with the Student Association to create online order forms
- Procuring merchandise for the best possible price and quality
- Collating all online orders to send to suppliers for ordering
- Contacting the finance department at GCU to request funds to be release
- Distribution of merchandise to customers
- Ensuring that only orders are received from Society Members
- Attending relevant meetings or training.
- Communicating regularly with members via social media about progress of merchandise
- Responding in an appropriate and timely manner to emails that have been delegated to them
- Taking joint responsibility, with other officers, for monitoring any Society website and social media accounts ensuring that no inappropriate content is permitted.
- Delegating any appropriate tasks to the Deputy Merchandise Officer.
- Provide an update of the merchandise sales to the other officers.

Skills gained:

- Written Communication Teamwork Problem solving
- Organisational skills Verbal Communication Time management
- Administration IT skills Marketing
- Creativity Social Media Leadership