

## **GCU Sports Council – Role Descriptions**

### **8.3 All Roles**

- Attend and contribute to Sports Council meetings, at least two per trimester.
- Collaborate and effectively communicate with Students' Association staff to fulfil role obligations.
- In the absence of the Chair, any Sports Council member can be nominated to be chair of Sports Council meetings.
- Volunteer at the Sports Awards Ball, supporting staff to co-ordinate and organise the event.
- Read and understand the Sports Club Policy document and where appropriate collaborate to update and review the policy.

### **8.4 Chair**

- Lead and chair all Sports Council meetings.
- Collaborate with the clerk to decide meeting dates and create the agenda.
- Communicate with Sports Council members to ensure attendance at meetings.
- Attend the Students' Association Student Voice meetings and be the Sports Council representative at these meetings.
- Support council members with their individual roles.

### **8.5 Equality and Diversity Convenor**

- Attend the Students' Association Equality, Diversity and Inclusivity (EDI) Committee meetings and be the Sports Council representative at these meetings.
- Organise one educational training session for sports club members on a relevant EDI topic (e.g. Show Racism the Red Card).
- Organise one campaign on a related EDI topic.  
Research information about EDI sporting history and the EDI calendar, and then collaborate with the Social Media Convenor to create content for social media.

### **8.6 Wellbeing Convenor**

- Communicating and promoting the wellbeing services and support available on campus to sports club members.
- Encouraging a wellbeing role on each club committee and supporting those in wellbeing positions, ensuring the sporting environment is a positive place for students.
- Work with internal and external organisations to arrange relevant wellbeing, welfare and mental health training for the Sports Union membership, and Wellbeing / Welfare Officers in particular.
- Work with clubs and relevant partners to deliver events for key wellbeing campaigns, such as Mental Health & Wellbeing week or an awareness day about student wellbeing.

### **8.7 Campaigns Convenor**

- Undertake research with sports club members to get feedback on their experiences.
- Organise at least one campaign per trimester relevant to student sport per Trimester.
- BUCS Weds, Sports Funding, Women in Sport Week, Show Racism the Red Card, Rainbow Laces.  
Collaborate with relevant Sports Council members on campaigns where appropriate.

### **8.8 Social Media Convenor**

- Create graphics and images for results, fixtures, and campaigns.
- Take photos and videos at sports activities.

- Collaborate with relevant Sports Council members on projects that require social media.
- Actively share and like GCU sports club content on GCU Wolves social media accounts.
- Actively share and like Students' Association, GCU, Scottish Student Sport and British Universities and Colleges Sport content on social media.

#### **8.9 Sports Awards Convenor**

- Regularly review the awards criteria in the Sports Clubs Policy and ensure it is up to date and relevant.
- Oversee the awards process for sports clubs to ensure a fair and impartial process.
- Promote and encourage sports club committee members to nominate for sports awards.
- Collaborate with Students' Association staff to select Awards Panel members to decide sports awards.
- Chair the Awards Panel meeting.
- Announce the sports awards at the Annual Sports Ball.

#### **8.11 Sports Ball Convenor (2 Roles)**

- Decide a date for the event and agree with Sports Council.
- Research, decide and book a venue for the event.
- Visit the venue in advance and organise any menu tasting.
- Communicate effectively with the venue, ensuring guest information is shared to ensure seating and dietary requirements are met.
- Create promotional material to sell tickets.
- Create a budget for the event and decide on a fair price for tickets.
- Create the event on the Students' Association website and create online tickets.
- Book any entertainment required.
- Create and decide running order of event.
- Research, order and set up any decorations for venue.
- Collaborate with Students' Association staff to plan and co-ordinate the event.