**GETTING YOUR CLUB/SOC READY FOR THE YEAR AHEAD!**

*A Club or Society can’t run efficiently without a proper committee in place. Here is a guide to what is involved in the roles and jobs for the different committee positions.*

**ROLE:** PRESIDENT/CHAIRPERSON

* Act as spokesperson for club/soc
* Provide direction and leadership
* Chair meetings
* Delegate tasks
* Assist the Treasurer with finances
* Ensure the smooth running of club/soc
* Admin for MSULIFE-accept Committee members and assign privileges to them

**ROLE:** VICE PRESIDENT

The function of the Vice-President is to assist the President and to deputise for him/her in any unavoidable absence.

**ROLE:** SECRETARY

* Update League Table
* Admin – collect post, book rooms etc on MSULIFE
* Maintain an accurate list of members on MSULIFE
* Organise meetings
* Update changes in the constitution
* Take minutes at meetings
* Communicate regularly with members
* Keep equipment lists

**ROLE:** TREASURER

* Submits all income & expenditure & uploads Receipts & Lodgement slips on MSULIFE
* Maintain accounts of all income and expenditure
* Collect **ALL** the money: membership fees, ticket income, event fees etc & **lodge**
* Understand the financial and funding policy
* Liaise with SU Finance Office, for training, support and audits

**ROLE:** PUBLIC RELATIONS OFFICER

* Raise awareness of all events
* Update Events, News and Activities on MSULIFE
* Submit any upcoming event details to SU Communications for promotion on facebook and SU website
* Set up and maintain websites and social media eg. Twitter, Facebook, YouTube.
* Take photos and videos of events

**ROLE:** EVENTS MANAGER

* Book a venue for the event
* Ensure the smooth running of all events assisted by the committee
* Liaise with SU Events Manager on all matters relating to events held in SU
* Work with the P.R.O to help promote the event

**ROLE:** FIRST YEAR REP

The first year rep should be elected at the start of the academic year. Their job is to bring awareness about your Club or Society to first year classes and help involve more first years in your Club/Soc.

*As your club/society develops, other positions can be introduced to your committee to cover certain responsibilities.*