

## President

The President is the leader and main spokesperson for the club/society, taking responsibility for managing the committee and the affairs of the club/society. The President ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and effective decisions taken, communicated and enacted.

**Responsible to:** Your club/society committee, Co-President of Activities & Events, and members of your club/society

### Duties & Responsibilities:

- Be the first point of contact for the club/society
- Take responsibility for leading the club/society and for building and maintaining the club/society's reputation.
- Represent the club/society in relations with the University, the Students' Union and external organisations and businesses.
- Communicate regularly with the Co-President of Activities & Events
- Attend meetings with the Students' Union and/or the University, including committee training, one-to-one meetings and group meetings with other clubs and societies. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.
- Take responsibility for managing the committee and the affairs of the club, including planning and running meetings according to the constitution
- Oversee and guide all decisions taken by the committee and communicate these to all members
- Coordinate the committee, ensuring that members undertake their role in an efficient and effective manner
- In conjunction with the secretary, prepare and present an annual report at the AGM (Annual General Meeting)
- Liaise with the secretary on the agenda for meetings and approve minutes before they are circulated
- Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of SOAS Students' Union and be responsible for ensuring that the club/society complies with these
- Liaise with the treasurer to ensure that funds are collected and spent properly, in the best interests of the club/society
- Plan for recruitment and renewal of the committee

### Essential qualities and skills

- Strong leadership skills
- Reliable and prepared to make the required regular time commitments
- Good listening skills, written and verbal communication skills
- Good at time-keeping and good organisational skills
- Excellent discipline
- Creativity, innovation and problem-solving skills
- Tact, diplomacy and good negotiating skills

- Ability to delegate where appropriate

### **Secretary**

The secretary of the club/society is the key information and reference point for the President, committee, and members as well as the named contact for communications with the Students' Union, University and external organisations.

**Responsible to:** Your club/society committee, Co-President of Activities & Events, and members of your club/society

#### **Duties & Responsibilities:**

- Liaise with the President to plan meetings, compile agendas, circulate agendas, reports and minutes to committee members
- Make sure members are registered via the SU website, and manage the memberships system
- Keep up-to-date details of key external contacts, such as coaches, speakers, University facilities etc.
- Deal with correspondence to and from the club/society via the society/club's email address
- Take the lead on communicating with members and ensuring that members have the opportunity to communicate back
- Be familiar with the constitution of the club/society, any club rules and committee procedures and also the constitution, byelaws and regulations of SOAS Students' Union and be responsible for ensuring that the club/society complies with these
- Take responsibility for ensuring that the club/society's equipment, materials and kit is safely and securely stored and is maintained in an appropriate manner
- Coordinate club/ society's social media presence
- Ensure all events are listed on the SU website
- Being the principal organiser for events and room bookings (You are responsible for its usage/any damage)
- Submitting the Risk Assessments for events

#### **Essential qualities and skills**

- Reliable and prepared to make the required regular time commitments
- Excellent communication skills and good attention to detail
- Willingness to take responsibility and accept accountability
- Good organisational skills, the ability to ensure others are well organised and keep accurate records
- Good IT skills and ability to use electronic communication methods effectively

## Treasurer

The treasurer acts as the club/society's finance manager and has ultimate responsibility for ensuring that the club/society's financial matters run smoothly.

**Responsible to:** Your club/society committee, Co-President of Activities & Events, and members of your club/society

### Duties & Responsibilities

- Take responsibility for the finances of the club/society, with support from the Students' Union's Finance Manager
- Take the lead on identifying potential sources of income, including fundraising activities, sponsorship opportunities and grant applications
- Submit all finance requests (invoices etc.) to the SU Finance Manager in good time
- Keep up-to-date records of all financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all money received
- Attend committee meetings and present reports on income and expenditure
- Be familiar with the constitution of the club/society, any club rules, committee procedures and the constitution, byelaws and regulations of SOAS Students' Union and be responsible for ensuring that the club/society complies with these
- Plan the annual budget, in agreement with the committee and in conjunction with the Students' Union and monitor the budget throughout the year
- Ensure that only authorised signatories are permitted to withdraw funds from club/society accounts
- Overseeing the appropriate transfer of money for any charity fundraising events

### Essential qualities and skills

- Reliable and prepared to make the required regular time commitments
- Enthusiasm for the role
- Honesty and integrity
- Willingness to take responsibility and accept accountability
- Confident with numbers and good attention to detail
- Good written and verbal communication skills
- Ability to keep accurate records
- Good organisational skills

## Welfare Officer

Societies and Clubs are, and should be, sites of nourishment and enjoyment where students can benefit from new experiences, opportunities, friendships and pleasure. The need for societies and clubs is especially important as, increasingly, university is a site of struggle, hardship, and intense pressure which is detrimental to student wellbeing.

Therefore, in the spirit of promoting general wellbeing, destigmatisation and treatment of poor mental health, and collaboration between student groups, having a welfare officer is of great benefit to students. A welfare officer will greatly increase visibility of welfare issues, provide the Co-President of Welfare & Campaigns Officer a direct point of contact in each society and club, with whom they can liaise and disseminate messages. As well as serve as an extra signpost to accessing important wellbeing services for students who need them.

If there is a failure to elect a Welfare Officer, the role can be included in another mandatory member of the committee – president, secretary or treasurer.

**Responsible to:** Your club/society committee, Co-President of Activities & Events, Co-President of Welfare & Campaigns, and members of your club/society

### Duties & Responsibilities

- Attending specific welfare-related training to fulfil their role
- Make yourself and your role description widely known to all members
- Talking to students that bring up any welfare concerns
- Signposting to relevant services
- Working with the Welfare and Campaigns Officer to disseminate key campaign messages amongst the society's members
- Working with the committee to plan socials that consider all members
- Support the committee to implement the SU Safer Spaces Policy
- Collaborate and share best practice with Welfare Officers from other Societies and Clubs in a 'Welfare Network' as co-ordinated by the Co-President of Activities & Events, and Co-President of Welfare & Campaigns

### Essential qualities and skills

- Excellent communication and interpersonal skills
- Patience, empathy, and tact
- Enthusiasm for the role
- Understanding of welfare issues

- Ability to set and maintain boundaries
- Able to maintain confidentiality