Role and Responsibilities

Every Club and Society is required by the Sports and Societies Office to have a Captain or Chairperson, a Secretary and a Treasurer. The people fulfilling these roles need to dedicate a substantial amount of time to the group to ensure that it runs successfully.

However, these post-holders should not attempt to do everything! Therefore additional posts are required for your Committee. Some common ones are Social Secretary, Publications Officer, training Officer, Safety Officer, and Equipment officer. Post-holders should be elected at the clubs Annual General Meeting.

The Chairperson

The Chairperson is the chief officer of any club or society, the public head, the one ultimately responsible for its activities and for the clubs relations within the University and outside. It is primarily one of leadership - to set the pace for the group and lend it some purpose, direction, and guidance. The role of the leader is different depending on the situation, but it's important that the leader is sensitive to the needs of individual members and to the group as a whole. The Chair should be well organised, a good delegator, a good communicator and confident.

Remember that the Chair is not the holder of ultimate power - a group, not an individual, should always take decisions!

The Role of the Chairperson

- Co-ordinator: Ensures the group communicates with members clearly and effectively acts as a source of information for the club. Oversee the members of the club.
- Ensure the smooth running of the club.
- Chair committee meeting (please see Chairing a meeting in this document), and the Annual General Meeting.
- Act as a spokesperson for the club.
- Represents and promotes the club.
- Facilitator: It's important to establish a good interpersonal network that helps members work together. This involves determining and defining the procedures and structures of the group, assisting members, defining issues and summarising progress.
- Investigator: The Chair should: Explore new ways of approaching problems in conjunction with the members, and help the group learn from their experiences. Evaluate the effectiveness of the group on an ongoing basis so that it moves forward.
- Educate other members to set goals and evaluate events the group has staged to see how far the goals are being met.
- Ensure the Treasurer and Secretary of the club/society is keeping in touch with the Students Union, Finance office, and the Officer Responsible for Student Sport (sports clubs only).
Jointly responsible with the Treasurer, for the society’s finances.
Draw up agendas for meeting in conjunction with the Club Secretary.
Organises activities for the club

What do you need?
The Chairperson should have the following materials when starting their post.
- A copy of the club or societies constitution
- Notebook for taking notes during meetings
- Diary to schedule all the organisations activities

The Secretary
The Secretary is the nerve centre of the club – ‘the one who is the know’. The Secretary is the principle administrative officer. Students and outside organisations interested in the sports club contact the Secretary for information or details about membership, training, meetings, events and activities.

The Role of the Secretary
- Liases with the club members, executive, committee, outside agencies, local community, the media, SU’s VP Sports & Societies.
- Organises the agenda for relevant meetings and circulate it to the appropriate members and ensure that all business is completed and that all decisions are properly understood and recorded (minutes).
- Organises the club’s table at the Annual Sports & Societies Sign Up Day
- Publicises and organises the club’s training times, matches, meetings and social events.
- Compiles the club’s annual report
- Represents the club at local, regional and national level
- Liases with Sports & Societies Office about training times, matches, events, equipment, team travel, team accommodation, etc.
- Informs members on decisions and checks to make sure that tasks have been carried out.
- Receives, records and responds to all club correspondence
- Compiles an end of year annual report to be submitted to the Sports & Societies Office in June of each year
- Maintains and files all club records

What do you need?
The Secretary should have the following materials when starting their post.
- A copy of the club or societies constitution
- Notebooks for taking notes during meetings
- Diary to schedule all the organisations activities
- Lever-arch file or ring binder in which typed minutes, agendas, reports, correspondence, and account statements can be kept.
- A file with all the member’s email and contact address
The Treasurer
The Treasurer has responsibility for all the Club’s/Societies finances and the maintenance of accounts. The Treasurer provides reports to the Committee on the financial standing of the club and a detailed report of the club’s financial status at the Annual General Meeting. The Treasurer is also responsible for communicating with the Sports and Societies Office on financial matters including the provision of estimates for expenditure.

The Role of the Treasurer
- Liaise with the Sports & Societies Office on matters of finance
- Draw up a Club budget
- Seek sponsorship, if required
- Keep simple but detailed records of income and expenditure
- Apply for grants from other bodies if required
- Organise fundraising events
- Compile an end of year financial report to be submitted along with the Secretaries annual report to the Sports & Societies Office in June
- Collect any monies that is owed to the club
- Getting order forms, raising a cheque and getting petty cash from the Sports & Societies Office.
- Report on any transitions at Committee meetings

What do you need?
The Treasurer should have the following materials when starting their post.
- Previous year’s financial statements
- Accounts book
- Calculator
- Money box
- Diary to schedule all the organisations activities.

Additional posts that may be required

Public Relations Officers (PRO).
The PRO is responsible for publicity relating to the Club, such as posters, leaflets, email, texts, Internet, social media and other mediums used to advertise the Club or Societies activities. The PRO should produce these in consultation with the Committee. The PRO is also responsible for all publicity outside of College in relation to the Club or Societies activities, contacting members of the media and other people deemed appropriate by the Committee.

Vice Chairperson
The Vice-Chairperson deputises for the Chairperson whenever the latter is unable to fulfill his/her duties. In the event of the Chairperson resignation, the Vice-Chairperson will act as a temporary Chairperson until the latter position is replaced at a general meeting of the membership. In the Chairperson absence, the Vice-
Chairperson will carry out the duties outlined of a Chairperson.

**Assistant Secretary**
The assistant secretary would help the secretary with their role. The assistant would carry out simple administration tasks and report back to the secretary, they could be responsible for some of the secretary's tasks.

**Assistant Treasurer**
Help the day-to-day role of a Treasurer

**Social Secretary**
Organise regular social events and special projects to involve as many members as possible, especially new members.

**Training Officer**
Organise training sessions for new and existing members to equip them with the skills needed to participate in the sport or society activity.

**Safety Officer**
Promote safe practice within the group and liaise with the Institutes Safety Officer/Committee, as appropriate.

**Publications Secretary**
Establish a newsletter or other publication, and for soliciting contributions from members.

**Equipment Officer**
Ensure that all equipment required for a training session or meeting is there and is in working order and ensuring that all equipment is booked out and that the team kit is washed etc.

Other roles can be created and should be defined by the particular activity of your club or society. Committee structures and size should be defined by the needs of your club or society.