

President

Congratulations on being elected President of your group!

The President role can seem daunting if you picture yourself being solely responsible for the management of a whole group – but an effectively run committee and support from Bristol SU will help you steer your group from strength to strength.

First it can be helpful to think about what makes a good President and committee members, outside the individual duties. We can do this by looking at the 7 Principles of Public Life, which are the basic ethical standards expected of public office holders –

Selflessness

- As a committee member you should act solely in terms of the interest of your members; they make up your group, and their experience defines you and sets your direction
- Set the standard of behaviour and try to be a good role model, your members may look up to you

Openness and Honesty

- You and your committee should never engage in activity or practices that you wouldn't be happy to explain to your members
- Your members should be able to trust you, and trust that you are putting every effort into making sure they have the best membership experience possible from engaging in your group

Integrity, Objectivity and Accountability

- Steer clear of situations which may challenge your integrity and your commitment to the best interest of your members
- This could include financial benefit or any kind of preferential treatment
- Act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias
- Remember that your members have every right to scrutinise everything you do and hold you accountable for decisions - act accordingly!

Leadership

- Keep in mind the importance of everyone sticking to these values
- You should feel confident in challenging poor behaviour
- Celebrate success!
- Look out for the wellbeing of your committee and members
- Don't be afraid to delegate. Empower your committee by trusting them with tasks
- Sometimes a decision needs to be made and, as president, you will have the final say. Use it well!

President Responsibilities

Main point of contact for Bristol SU staff and Societies/Sports Network

While the Secretary is responsible for incoming and outgoing communication for your members and external parties, Bristol SU staff and the Network Committees will almost always contact the President. This will include; Bristol SU staff asking your group if they'd like to participate in an Open Day, or the Societies Network asking for your opinion about a new society that has similar aims to yours. It is your job to delegate any further communications on.

Ensuring that good practice and codes of conduct are followed

These guidelines are in place to help you run your group to its best effect. If you follow codes of conduct and concentrate on best practice, you can't really go wrong.

Arranging regular meetings, including the AGM/EGM

Committee meetings are an integral part of working together – you will need to ensure these happen regularly and are appropriately recorded by the Secretary. Your AGM/EGM is the most important democratic event of the year and, as President, you'll be responsible for arranging this.

Ensure the aims and objectives of the group are achieved

You will have completed a strategic planning document for your group, which details what you'd like to achieve throughout this academic year. It is the President's responsibility to keep referring the committee back to this document to ensure you're on track, ready to report at the AGM. You will also need to oversee the Balloon Accreditation Scheme.

Ensure all accidents/incidents are reported

Accidents happen, things go wrong and the best laid plans can go awry. What's important is that, as President, you let Bristol SU know immediately so we can spring into action and help.

Attend meetings as required

As President, you have a vote at Student Council – the Union's democratic forum. Important decisions are made at these meetings, and you are expected to attend and vote in order to represent your group effectively.

Bristol SU offers a programme of support to all groups, including Committee Fest, training sessions and individual development meetings. In order to run your group effectively, it will be necessary for you to attend some of these sessions, and is your responsibility to your group to do so.

Signatory on finance claims

Only the President and Treasurer are able to sign off on claims or invoices on the Expense 365 App.

Don't forget that you're a committee and not just one person doing all the work. The following are some of the collective responsibilities that a committee should all undertake:

- Club/society development
- Organising trips and events
- Conduct and safety of members
- Adhering to all policies and procedures
- Hold an AGM and elected a new committee each year

For further questions and support, contact bristolsu-development@bristol.ac.uk