

Your Societies Roles & Responsibilities

Why do societies need key roles?

Societies need leaders to ensure that they develop and delivery effectively. Each society must assign the key roles of President and Treasurer as a minimum – we'll tell you more about these roles below.

These roles can be challenging, fun, interesting and rewarding. It can require time, commitment and dedication, but it should also be an enjoyable experience. Taking on a group role is a great way to develop leadership skills and confidence alongside providing great opportunities for the other members of the society.

Each society can decide to have other roles on the committee to reflect what support they need for it to run, grow and develop.

If you want to run elections to democratically agree roles and positions then the Activities and Opportunities Team can help you to do this.

President

The key responsibilities for the President are leading and shaping the group and overseeing its business and activities, including meetings. The President is the lead contact for Your SU.

Desirable skills	Skills to develop
<ul style="list-style-type: none"> • Communication • Teamwork • Planning and organizing • Listening • Problem Solving • Commitment 	<ul style="list-style-type: none"> • Leadership and management • Negotiation and influencing • Presentation • Time management • Review and evaluation • Confidence

Treasurer

The key responsibility for the Treasurer is to manage the group's finances; what you income and funds you have, what you need and how to plan and act accordingly.

Desirable skills	Skills to develop
<ul style="list-style-type: none"> • Numerical competence • Planning and organization • Trustworthy • IT skills • Teamwork 	<ul style="list-style-type: none"> • Financial management • Funding applications • Reviewing and evaluation • Negotiation and influencing • Problem solving

Other roles

Secretary

A secretary can act as the principal administrator for the society. They would carry out or delegate the administrative duties that enable the society and its members to function effectively such as managing meetings and maintaining records.

Vice President

A Vice President would provide assistance to the President and the other key roles within the society. If a society is very active then it can take time and effort to run so support can be vital to ensure that everything goes well.

Events Coordinator

An Events Coordinator would take responsibility for coordinating the society's activities and events. This could involve developing what the rest of the society are interested in and all aspects of planning, including considering safety and risk factors.

Publicity Coordinator

A Publicity Coordinator would take the lead on promoting the society and its activities. This could be on social media. They might be focused on increasing the society's membership and raising the profile by sharing information about what the society has been doing and what it plans to do.

Fundraising Coordinator

The fundraising lead would consider different ways to gather funding that the society can use to run activities and events and buy any equipment that might be needed. They might coordinate fundraising activities, negotiate a sponsorship arrangement or apply for funding from the Students' Union or any other suitable fund.

For more information contact yoursocieties@sunderland.ac.uk