

Committee Roles and Responsibilities

Sports Club and Society Committees are required to have a minimum of 3 roles. This must be a Club Captain (Sports) or President (Societies), a Vice Club Captain or Vice President and a Welfare Officer. This guide sets out the roles and responsibilities for these 3 roles as well some additional roles you might have within your club/society. You can create roles not listed in this document, but these must be approved by the SU Activities Team with a role description.

If there is not a specific committee member for certain duties and tasks, these are to be delegated amongst the committee (either assigned at the start of the year or switched throughout the year depending on time commitments). For example, if there is no social secretary, one committee member must be responsible for running responsible socials if this is something the club/society intends to do. We have provided a list of duties and responsibilities at the end of this document to be delegated amongst committee members.

Any roles that are not mentioned in this guide must have a description produced and approved by the SU Activities Team before the role becomes official.

What is a committee member?

- A committee member is, at its root, a volunteer. They are someone who is passionate about the club/society and wishes to volunteer their time to support the logistical running of the club/society.
- A committee member is someone who dedicates their time to ensure that their club/society follow proper processes for activity so the members can participate safely.

A committee member is not:

- In charge or holding a position of management over the rest of the committee or your membership. Committee members are elected to support the club/society, not rule over it.
- The ultimate authority within a club/society. Committee members cannot discipline members or remove others from the committee or the wider club/society. This is solely the responsibility of the Students' Union.
- A Committee is not a hierarchy. Each member plays a role in the wider functioning whole.

Club Captain / President

The Club Captain (CC)/President is ultimately responsible for the club/society. The role of the CC/President is to oversee the running of the club/society and its administration. This involves running club/society meetings and ensuring effective management of the committee. The duties of a Club Captain/President, regardless of the number of members, are numerous and require considerable time and effort throughout their time in the position.

Duties & Responsibilities:

- Be the first point of contact for the club/society
- Communicate regularly with the SU Activities Team
- Represent the views of all your members and feedback to the SU Activities Team.
- Take responsibility for leading the club/society and for building and maintaining the club/society's reputation.
- Oversee and guide all decisions taken by the committee and communicate these to all members.
- Coordinate the committee, ensuring that individuals undertake their role in an efficient and effective manner
- Chair your club/society committee meetings
- Keep your group informed - those whom you represent by communicating all correspondence from the SU and University.
- Work with the Students' Union and your fellow committee members to create goals and ambitions for the year ahead.
- Liaise with the Vice Captain/Vice President and the SU to set your annual budget and to ensure that funds are collected and spent properly, in the best interests of the club/society

The following apply to all committee members:

- Regularly attend committee training events, SU meetings and internal club/society committee meetings
- Sign post any member of the club and society who needs support to the SU or appropriate services within the University
- To be supportive of and an ambassador for the Students' Union and the University in line with our values.
- Be familiar with the constitution of the club/society, any club/society rules, committee procedures and the byelaws and regulations of UOG Students' Union and be responsible for ensuring that the club/society complies with these
- Ensure you consider accessibility requirements when planning or running anything for your club/society in order to be inclusive of a wide range of students

Ideal qualities and skills:

- Be a leader
- Be a good communicator
- Be able to listen to and respect others' views

- Be able to delegate responsibilities to other committee members
- Be unbiased and impartial
- Be empowering to others
- Be passionate to drive club/society development

Opportunity:

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union
- Have an impact on the legacy of your club/society

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of organising and managing a group of people.
- Relevant training/on-going personal development

Vice Club Captain / Vice President

The Vice Club Captain (VC)/Vice President (VP) will work closely with the CC/president to ensure the smooth running of the club/society. The role incorporates the duties of a secretary such as facilitating the running of club/society meetings. This role also has responsibility for ensuring the club/society's financial matters run smoothly.

Duties & Responsibilities:

- Liaise with the CC/President to plan meetings and circulate agendas, reports and minutes to committee members and present reports on income and expenditure. In the absence of the CC/President, chairing meetings, and representing the club/society whenever such occasion arises.
- Take responsibility for the finances of the club/society, with support from the Students' Union's Finance Team
- Regularly check membership lists and ensure students have paid their memberships
- Take responsibility for ensuring that the club/society's equipment, materials and kit is safely and secure manner
- Deal efficiently and effectively with all invoices and BACS forms.
- Plan the annual budget, in agreement with the committee and in conjunction with the SU Activities Team and monitor the income/expenditure throughout the year.
- Organise your AGM
- To keep members up-to-date about all club/society activities

The Following apply to all committee members:

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Ideal qualities and skills:

- Well organised and a good record keeper.
- Excellent communication skills, confident with numbers and good attention to detail
- Willingness to take responsibility and accept accountability
- Trustworthy
- Effective decision-making
- Enthusiasm for the role

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Welfare Officer

The welfare officer role is to promote welfare centred practices within the club environment, provide a confidential, initial contact point for members in relation to welfare concerns and to signpost individuals to relevant support systems when required. Welfare officers are not advisors, counsellors or medical practitioners and they cannot give specialist advice and guidance.

Duties & Responsibilities:

- Promote actively the role to members so that they are aware of how they can raise concerns or issues within the club.
- Be a reporting point for students in their club who wish to report welfare related incidents and work with committee or teams to resolve or signpost to relevant support.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis. If there is a serious issue of risk to self/others then

Club Welfare Officers may have to disclose to college/university authorities or the emergency services.

- To act independently and in the best interests of members of the club, putting their needs above that of others and the club itself.
- To keep up to date with referral routes available to members within the SU, University and local area and to signpost members accordingly.

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Ideal qualities and skills:

- Highly approachable and empathetic
- Confidence to make yourself known to members
- Excellent listening and communication skills
- Professional manner
- Regular presence at training sessions/meetings

Opportunity:

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union
- To make sure events are well planned and be the face of your Club/Society

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of organising and managing a group of people.
- Relevant training/on-going personal development

Additional Roles

As well as your 3 mandatory roles, you may wish to have some additional roles on committee. Some of the common roles clubs/societies have are included below.

Social Secretary

This specific role is extremely diverse, as it requires planning, organisation, delivery of the social and, generally providing fun and engaging and inclusive activities for members to enjoy. Whether these are evenings out, weekends away, or just a meal at someone's house, your members will get to know each other better and enjoy themselves more. Working with the rest of the committee to plan the year is another key aspect of the role. This involves being aware of your Club/Society's key objectives, organising activities accordingly and working within Union policy and procedures. The Social Sec will work close with other committee members to devise and promote a good program of activities.

Duties & Responsibilities:

- Working with the rest of the committee, to organise social events, trips, tour, activities, and end of year celebrations, providing a structured plan of socials and other events/activities throughout the year
- Communicate to your members what is going on and other students who may wish to join
- Respect and uphold the SU's zero tolerance approach to inappropriate behavior and anything that might be construed as constituting an 'initiation' when planning activities
- Liaise with the Students' Union on any issues that arise during social events, understanding the implications misconduct can have. Give your full co-operation to the SU and University in such matters
- Communicate with the membership and keep people engaged throughout the year to achieve successful socials.

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Ideal qualities and skills:

- A creative thinker, innovation and problem-solving skills
- Good organisation skills and able to plan effectively
- Understanding of inclusion issues and barriers to participation
- Highly personable/approachable

<p>Opportunity:</p> <ul style="list-style-type: none"> • A unique opportunity to be part of a committee • To be engaged with the Students' Union • To make sure events are well planned and be the face of your Club/Society 	<p>Benefits:</p> <ul style="list-style-type: none"> • Gain a wide range of practical skills that will make you more employable • Practical experience of organising and managing a group of people. • Relevant training/on-going personal development
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<p>Marketing Officer</p>
<p>The Marketing Secretary will be responsible for the media and communication of the club/society, being the central point for the club/society to lead and promote its activities to showcase what you are doing. You will work closely with other members of the committee to advertise what the club/society is doing e.g. weekly fixtures, social plans, fundraisers. Promoting your club/society is a great way to recruit members, network with other clubs/societies, organise exciting events and generally create a buzz around your club/society.</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Run the club/society social media accounts, such as Instagram, Facebook, and TikTok. Creating content to publicise your club/society activities. • Respond to all messages on the social media from current and potential members. • Update the club/society SU webpage so information is current and accessible for all to see. • Engage with other clubs/societies/SU campaigns on social media • Inform the SU Activities Team of any club/society/individual achievements e.g. at competitions or events outside of university • To be the lead committee member for organising and delivering your club/society stall at the Welcome Fayre. • To be a welcoming public face to all members and potential members, throughout the academic year at key events and to be the lead committee member in organising a rep of the club/society to attend university Open Days/events, promoting your event and activities
<p>The Following apply to all committee members:</p> <ul style="list-style-type: none"> • Regularly attend committee training events, SU meetings and internal club/society committee meetings • Sign post any member of the club and society who needs support to the SU or appropriate services within the University • To be supportive of and an ambassador for the Students' Union and the University in line with our values. • Be familiar with the constitution of the club/society, any club/society rules, committee procedures and the byelaws and regulations of UOG Students'

<p>Union and be responsible for ensuring that the club/society complies with these</p> <ul style="list-style-type: none"> • Ensure you consider accessibility requirements when planning or running anything for your club/society in order to be inclusive of a wide range of students 	
<p>Ideal qualities and skills:</p> <ul style="list-style-type: none"> • Enthusiastic for the role • Excellent communication skills and conducts in a professional manner • Creative and has knowledge of digital marketing resources e.g. Canva • Awareness of, or willing to educate on accessibility requirements on social media • Ability to work to tight deadlines 	
<p>Opportunity:</p> <ul style="list-style-type: none"> • A unique opportunity to be part of a committee • To be engaged with the Students' Union • To make sure events are well planned and be the face of your Club/Society 	<p>Benefits:</p> <ul style="list-style-type: none"> • Gain a wide range of practical skills that will make you more employable • Practical experience of organising and managing a group of people. • Relevant training/on-going personal development

<p>Community Officer</p>
<p>The community officer will explore different options for fundraising for your sport/society or a charity. Working alongside other members of the committee you will plan and deliver fundraising event(s). The role will also facilitate community outreach programmes if the club/society wish to deliver this. You will also work with the Marketing Secretary to find new ways to promote your sport/society to attract and recruit players for your club/society e.g. through running taster sessions.</p>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • To create and/or maintain links with a charity/charities and organise activities to raise funds and support their work. • Be the lead committee member for organising and delivering fundraising events during the year • Liaise with the Marketing Officer to promote and publicise relevant activities/events. • Be a member of the SU RAG (Raise & Give) Committee <p>SPORT CLUBS ONLY</p> <ul style="list-style-type: none"> • To be aware of the recreational options of participating in your sport at university and the community in order to signpost potential participants and members to increase their involvement in the sport.

- To regularly drop into your sport's recreational sessions (Your Way programme) to harvest a good relationship with the participants and offer a pathway to your club.

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Ideal qualities and skills:

- Enthusiastic and approachable, with a good knowledge and interest in the club/society's activities
- An excellent communicator, with good verbal and written skills
- To be a motivator, to support and inspire potential, new and current members.

Opportunity:

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union
- To make sure events are well planned and be the face of your Club/Society

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of organising and managing a group of people.
- Relevant training/on-going personal development

Team Captain (Sports Club only)

The Team Captain will be the main leader for each of the teams the club may have for 'on pitch' matters. The Team Captain will be the first point of contact for the coaches and club members to answer any questions regarding the current season, fixtures, squad, training and other general sport enquiries.

Duties & Responsibilities:

- Liaise with SU Activities Team with everything concerning fixtures, competitions, officials and transport arrangements

- To communicate with the members of their team and coaches to inform them about training and game arrangement, including transport for away fixtures
- Attend all captains' meetings and necessary committee training
- Work with the VC to ensure membership/fines are being paid by the members - and notifying those with outstanding payments
- Be BUCS Admin lead for the team, ensure all team members are signed up to the BUCS Play app at the start of the season and have been added to your squad
- Ensure that team members are equipped with appropriate playing kit and kit clashes are avoided
- Complete the team sheet on the BUCS Play app in a timely manner before each fixture, the night before your fixture at the latest
- Email the final score/competition result to suactivities@glos.ac.uk before 9pm on the same day of the fixture (including extra details where necessary, dependent on your sport/competition)
- Ensure that BUCS rules and regs are adhered to in full

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- Ensure you consider accessibility requirements when planning or running anything for your club/society in order to be inclusive of a wide range of students

Ideal qualities and skills:

- Natural leader
- Effective decision-making
- Great communicator
- Excellent organisation skills and attention to detail
- Highly personable

Opportunity:

- A unique opportunity to be part of a committee
- To be engaged with the Students' Union

Benefits:

- Gain a wide range of practical skills that will make you more employable
- Practical experience of organising and managing a group of people.

<ul style="list-style-type: none"> To make sure events are well planned and be the face of your Club/Society 	<ul style="list-style-type: none"> Relevant training/on-going personal development
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Other Duties and Responsibilities

If your club/society only has the 3 mandatory roles, there will be other duties and responsibilities that need to be delegated across committee members. These duties and responsibilities do not need to be fixed to certain committee members and can be changed across the year.

Other key duties and responsibilities include but are not limited to:

- Organise social events, trips, tour, activities, and end of year celebrations
- Run the club/society social media accounts, such as Instagram, Facebook, and TikTok. Creating content to publicise your club/society activities.
- Respond to all messages on the social media from current and potential members.
- Update the club/society SU webpage so information is current and accessible for all to see.

Sport/BUCS specific:

- Be BUCS Admin lead for the team, ensure all team members are signed up to the BUCS Play app at the start of the season and have been added to your squad
- Ensure that team members are equipped with appropriate playing kit and kit clashes are avoided
- Complete the team sheet on the BUCS Play app in a timely manner before each fixture, the night before your fixture at the latest
- Email the final score/competition result to suactivities@glos.ac.uk before 9pm on the same day of the fixture (including extra details where necessary, dependent on your sport/competition)