

Your Committee

In order for your society to be successful, you need to have an appropriate committee.

Paid societies (those which charge a membership fee) must have at least five committee members: president, treasurer, secretary, equality & diversity officer, and equipment officer. If you are a paid society but do not own any equipment, then your fifth committee position can be changed to one more appropriate to your needs.

Free societies (those which are free to join) must have at least three committee members: president, secretary and equality & diversity officer.

The responsibilities of each role are outlined in the Societies Model Constitution, but here is a brief overview:

President

Chair society meetings.

Ensure that the aims and objectives of the society are adhered to.

Ensure that the society activities abide by Hallam Union policies and procedures.

Conduct the society affairs in line with the financial regulations of Hallam Union.

Ensure that the society committee includes all the officers as outlines above.

Keep rest of the committee organised and together

Treasurer

Responsible for the society's financial affairs.

Ensure adequate controls to protect the finances of the society.

Present to the AGM a written report of the finances of the society.

Produce a financial plan for the year for presentation at the AGM.

Check accounts regularly.

Maintain long term financial plan for the society.

Secretary

Notify members of all meetings of the society.

Take minutes at all meetings.

Issue minutes of meetings to society members and appropriate Union Officer.

Monitor the memberships so the full/associate membership remains in balance.

Regular society information updates with emails/newsletters/blogs etc.

Ensure all paperwork and administration is up to date

Equality & Diversity Officer

Ensure that the society is open to all students regardless of age, sexual orientation, gender, race or disability.

Ensure that members of the society are not discriminated against in any way.

Equipment Officer

Responsible for all equipment owned by Hallam Union and belonging to the society.

Ensure that an up to date inventory is submitted to Hallam Union.

Inform Hallam Union of any loss or damage to equipment.

Responsible for the storage of equipment within the manufacturers guidelines.

If you think different roles need to be created to support your society then you can develop your own committee team. Think about what positions that you might need and the type of events, activities or socials the society could be putting on.

So a team could be put together to concentrate on publicity or event coordination. Designing your own team is completely up to you but remember that you need to make your team work. To do this just follow this bit of advice:

- Everyone on the committee needs to know their role and responsibility so make sure the job/role descriptions are clear and concise
- Make sure each committee member knows that they can take control of their role and be proud to be a part of the committee.
- Committee members need to know what is expected of them by the rest of the society
- Everyone needs to know what others are doing, so communicate with one another on a regular basis, Regular meetings are essential to avoid miscommunication.

Committee Information

It is important that we have contact details for everyone on your committee, so that we can easily contact you with information that you may find useful. This allows us to better support you run your society activities.

The Society Audit form should be completed once your committee change over in semester 2, and this has space for you to tell us all the necessary contact information. However, if any information changes over the course of the year, just send us an email with the amended details so that we can keep our records up to date.

Committee Meetings

Regular committee meetings are essential for a successful society. All society members must have access to the minutes as well as the Union staff, just email them to the Activities and Societies Coordinator and we will keep them on file.

Meetings give members the opportunity to discuss goals, keep up-to-date on current events, interact, pull resources together for decision making, generate ideas, solve problems, evaluate progress and gather information. By starting with careful planning, and finishing with a thorough follow up, you will find meetings can almost run themselves. In the 'Meetings' guide you will find some tips to make your meetings successful and productive.

Meetings with the Union and other Societies

Society committees are required to attend one meeting per term when all society committees come together. This is an opportunity for you to network with other societies, perhaps develop joint initiatives, and to advertise your activities to other societies.

Societies have also been divided into six groups, who meet once a term. This allows you to discuss ideas and issues with other societies similar to yours. To see which group you are in, take a look at the website. The dates and times of meetings are up there too.