



Leeds Trinity Students' Union

## **Club and Society Role Descriptors**



Leeds Trinity Students' Union

<b>Role Title</b>	<b>Chairperson</b>
<b>Purpose of Role</b>	<p>To ensure that the society is fully operational for its members</p> <p>To ensure that members are recruited</p> <p>To ensure that the full society committee works smoothly</p>
<b>Description of Role</b>	<p>Working with other committee members to ensure that the society organises and leads high quality events for its membership.</p> <p>Ensuring that the society has a functional risk assessment appropriate for all the activities which are undertaken by the society.</p> <p>Working with the Students' Union to ensure that the society and its activities meet all necessary licensing and legal requirements. (e.g. music or film licensing)</p> <p>Ensuring that all required roles in the society's committee are filled.</p> <p>Leading the society and overseeing its full activity.</p>
<b>Prior Requirements</b>	<p>Must be a member of the society in order to submit a nomination.</p>
<b>Training and Support</b>	<p>The Students' Union provides society training for all committee members, as well as continuous support throughout the year.</p>
<b>How you'll benefit from this volunteering experience</b>	<p>You will develop communication and organisation skills, as well as gain experience in events management.</p> <p>You will receive full training on how to run your society, and gain experience in your society's specialist area.</p> <p>You will have the opportunity to meet lots of students, and become more involved with your Students' Union.</p>
<b>Contact Information</b>	<p><a href="mailto:Itsusocieties@leedstrinity.ac.uk">Itsusocieties@leedstrinity.ac.uk</a> or <a href="mailto:Itsusport@leedstrinity.ac.uk">Itsusport@leedstrinity.ac.uk</a></p>



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<b>Role Title</b>	<b>Vice-President</b>
<b>Purpose of Role</b>	To support the President with running the club/society To ensure the wellbeing of the members.
<b>Description of Role</b>	<p><b>Your role will lead on:</b>          Being the main first aid trained committee member.          Support all the committee and members with student wellbeing.          Are the main point of contact for student welfare.          Ensure you keep a 1<sup>st</sup> aid kit at every event.          Signpost members to relevant student support areas such as the LTSU Advice service.</p> <p><b>Work with other roles:</b>          Tracking and managing membership purchases.          Support your Chairperson with Welcome week(s) (Including open house and Give it a Go sessions).          Support your treasurer with membership sales and registration.          Liaise via email with the Students' Union Activities Coordinator on all topics related with your club/society activities/participation.          Coordinate socials with your clubs committee.          Supporting the committee with running events.          Liaising with the Activities Coordinator with any membership issues.</p>
<b>Training and Support</b>	<p>Hand over committee training takes place in April where sponsorship and budgets are discussed.          Introduction committee training takes place in September. The Students' Union will provide continuous support throughout the academic year when requested.          Attend first aid training in September.          Attend mental health training in September.          All volunteer roles have a full time Activities Coordinator available 9-5pm, five days a week, for any support requests and training.</p>

<b>How you'll benefit from this volunteering experience</b>	You will be able to learn about creating effective change which benefits students you represent. You will be able to become more involved in your own Students' Union and put the role on your CV. You will receive recognition of your role on your Higher Education Academic Record when you graduate. The Students' Union will promote your projects and support you with references upon request. You will develop communication and organisation skills, as well as gain experience in budget management. You will receive full training on how to organise your clubs finances.
<b>Contact Information</b>	<a href="mailto:Itsusport@leedstrinity.ac.uk">Itsusport@leedstrinity.ac.uk</a> or <a href="mailto:Itsusocieties@leedstrinity.ac.uk">Itsusocieties@leedstrinity.ac.uk</a>



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<b>Role Title</b>	<b>Treasurer</b>
<b>Purpose of Role</b>	To maintain the society's finances To work with other committee members to ensure that the society's finances are used effectively To ensure that members pay/register for memberships with the society
<b>Description of Role</b>	Maintaining records of the society's financial accounts Working with the committee to ensure that the society's events are financially viable, and that finances are utilised effectively. Ensuring that memberships are paid/registered for. Submitting grants to the Student Activities Committee. Working with the Students' Union to submit grant requests to external organisations.
<b>Training and Support</b>	The Students' Union provides full training to committee members on how to run their society, and you will receive continuous support throughout the year.
<b>How you'll benefit from this volunteering experience</b>	You will develop communication and organisation skills, as well as gain experience in events management. You will receive full training on how to run your society, and gain experience in your society's specialist area. You will have the opportunity to meet lots of students, and become more involved with your Students' Union.
<b>Contact Information</b>	<a href="mailto:ltsusocieties@leedstrinity.ac.uk">ltsusocieties@leedstrinity.ac.uk</a> or <a href="mailto:ltsusport@leedstrinity.ac.uk">ltsusport@leedstrinity.ac.uk</a>



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<b>Role Title</b>	<b>Social Secretary</b>
<b>Purpose of Role</b>	To ensure social events are run safely. Champion an inclusive social environment.
<b>Description of Role</b>	<p><b>With support from your committee you:</b> Plan and lead on Socials at agreed venues. Add a social section to the clubs risk assessment form for each different event. Complete an online form for each different social event that you are planning. Ensure social media is up to date and includes informative content.</p> <p><b>With the support of your club members you:</b> Secure sponsorship. Plan fundraisers.</p> <p><b>Work with other roles:</b> Support your Chairperson with Fresher's and Refreshers week (Including open house and Give it a Go sessions). Support your treasurer with membership sales and registration. Liaise with the Treasurer for the payment of memberships and events. Liaise via email with the Students' Union Sports Coordinator on all topics related with your clubs events.</p>
<b>Training and Support</b>	<p>Hand over committee training takes place in April where sponsorship and budgets are discussed. Introduction committee training takes place in September where captain and committees are trained on BUCS rules and Socials. The Students' Union will provide continuous support throughout the academic year when requested. All volunteer roles have a full time Sports Coordinator available 9-5pm, five days a week, for any support requests and training.</p>
<b>How you'll benefit from this volunteering experience</b>	<p>You will be able to learn about creating effective change which benefits students you represent. You will be able to become more involved in your own Students' Union and put the role on your CV. The Students' Union will promote your projects and support you with references upon request. You will develop communication and organisation skills, as well as gain experience in event management. You will receive full training on how to organise your clubs socials.</p>
<b>Contact Information</b>	<a href="mailto:Itsusocieties@leedstrinity.ac.uk">Itsusocieties@leedstrinity.ac.uk</a> or <a href="mailto:Itsusports@leedstrinity.ac.uk">Itsusports@leedstrinity.ac.uk</a>



<b>Role Title</b>	<b>Club Captain</b>
<b>Purpose of Role</b>	To ensure fixtures are fulfilled in accordance with BUCS regulations. To lead teams in fixtures and competitions.
<b>Description of Role</b>	Liaise with coaches/activities coordinator on training times/cancellations. Liaise with members on training/event times. Liaise with members on team selection. Complete a team sheet for each fixture and ensure this is sent to the activities coordinator after the fixture. Text the result after each fixture to the Activities Coordinator. Organise home officials.. Liaise with the Activities Coordinator on transport to away fixtures. Ensure you keep a 1 <sup>st</sup> aid kit at every game, event and training session.
<b>Training and Support</b>	The Students' Union provides club training for all committee members, as well as continuous support throughout the year.
<b>How you'll benefit from this volunteering experience</b>	You will develop communication and organisation skills, as well as gain experience in events management. You will receive full training on how to run your club, and gain experience in your club's specialist area. You will have the opportunity to meet lots of students, and become more involved with your Students' Union.
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