

PRESIDENT ROLE DESCRIPTION

Responsibilities for all Committee Members



Attend your annual Society Development Meeting, to discuss plans for the year ahead. Confirm the risk assessment for your regular activity and understand incoming changes



Promote safe practice at all times; ensuring your society is a safe and welcoming space. Report any welfare issues to the Society Team immediately!

Responsibilities for the President



Lead the direction of the society and be the main point of contact for the society for the Societies Team



Ensure all society members purchase their membership and are therefore given the opportunity to stand and vote in the annual elections



Manage committee meetings, ensuring decisions are made with everyone's input and opinion and that the team are fulfilling their duties as described in their role descriptions



Lead the society through the Accreditation levels, achieving goals and earning funding of up to £285 along the way. Get your society to 'Outstanding' status!



Take pictures of the society events and enter the Society of the Month Competition (to win £100!)



On the website... Regularly check for new memberships through the website and send a welcome email to new members letting them know when/where next meet up is

Responsibilities for the President & VP Social



Promote maximum participation (with VP Social) in the society through key events such as Freshers' Fair & Re|Freshers' Fair, the Annual Elections, society events, social media and the BSU Website



Take ultimate responsibility (with VP Social) for ensuring all appropriate forms are completed (on time) for events; including Room Bookings, Bake Sale Forms, Trip Forms, Event Forms and External Speaker Forms (with 3 weeks' notice!), consequently adhering to Brighton Students' Union and the University of Brighton's policies and procedures