

VP SOCIAL 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 VP Social

 (Optionally) Design a *new* logo for your society



On the website... Ensure the society profile page on brightonsu.com is kept up to date, including Contact Details, Descriptions, Logo etc



Update and manage the setup, access and content on a variety of social media platforms – we recommend a Facebook Page (with groups for annual members), an Instagram Business Account, Snapchat and Twitter



On the website... Manage the society email account, answer queries and use the website email service to regularly update members with what's going on



Regularly update members through social media and email about what's going on with the society and how to get involved



On the website... Setup and manage all society socials, events and meetups via the BSU website, using the 'Purchasers Reports' to identify guests attending



Plan, arrange and coordinate society socials, events and meetups, following up with a thank you message to suppliers/venues afterwards

Responsibilities for the VP Social & President / VP Social & VP Finance



Promote maximum participation (with President) 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 President) 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



On the website... Setup (with VP Finance) event tickets sales via the BSU website