The Chair Person is the leader of the society. They coordinate and oversee all of the society’s activity, and is ultimately responsible for their society’s actions.

The Chair provides support, advice and guidance to the other committee members and is responsible for chairing regular committee meetings.

The Chair will need a good understanding of what the society does, who its members are and what they want to see from the society, and a good understanding of how Hertfordshire Students’ Union works.

**Essential personal skills required:**

- Excellent Communication
- Dedication/Commitment
- Organisation
- Teamwork

**Key Responsibilities:**

- Attend Society Committee Training, Society AGM, and Society Forums
- Call and chair committee meetings regularly
- Ensure that your society adheres to the society’s constitution
- Delegate tasks and ensure other committee members are fully involved
- Be mindful of the future of the society and creating a legacy
- Be a spokesperson/figurehead and represent your society whenever possible
- Maintain committee enthusiasm
- Read society emails and respond appropriately
- Jointly responsible for the society’s finances alongside the Treasurer
- Answer to the Students’ Union Staff or VP Activities
The Secretary oversees the organisation of the society and the communication between the committee and members, as well as the communication between the society and the Students’ Union.

The Secretary usually writes society emails, books rooms and facilities, completes documents and records and saves all meeting minutes.

The Secretary also communicates tasks and updates between the committee, and lets members know what is going on (this includes social media).

**Essential personal skills required:**

Excellent written communication skills
Dedication/Commitment
Organisation and Time Management
Attention to detail

**Key Responsibilities:**

- Attend Society Committee Training and Society AGM
- Fill in Society Constitution comprehensively
- Take care of society admin – fill out forms in 'Committee Toolkit' and 'Booking Forms', and return to Student Activities Coordinators
- Arrange meetings and book rooms
- Create meeting agendas and take comprehensive minutes of meetings
- Communicate regularly with members – emails and social media
- Keep track of membership records
- Read society emails and respond appropriately
- Be aware of key dates for your society throughout the year (Freshers and Refreshers Fair etc.)
- Fill out a detailed handover document at the end of the year
The Treasurer’s job is to manage the society’s finances in conjunction with the Chair.

The Treasurer is responsible for the proper spending of and accounting for society members’ money, and should ensure that there are adequate funds in the bank account to cover any payments.

The Treasurer is responsible for applying for funding and organising fundraising.

The Treasurer should be involved in all spending decisions and should budget for activities that are outlined in within the constitution.

**Essential personal skills required:**

- Numerical Competence
- Communication
- Organisation
- Responsibility and Reliability

**Key Responsibilities:**

- Attend Society Committee Training and Treasurer Training
- Understand the Students' Union Societies financial processes - paying in, spending, VAT, charity rules, etc.
- Apply for funding from the Students' Union and be aware of funding opportunities
- Keep track of all income/expenditure
- Submit claims forms with receipts and invoices regularly
- Inform the committee and society members of the society's financial situation
- Organise fundraising or sponsorship for the society
- Formulate a budget for the year to ensure that the society is able to achieve its aims and objectives as outlined in the constitution
- Countersign every claims form
- Read society emails
The Inclusion Officer is a new core committee position for 2020/21 and was voted in by Student Council.

The Inclusion Officer is responsible for creating an accessible, welcoming and inclusive environment within their society. They should be acutely aware of any individuals that may want to get involved but may encounter a barrier to participation e.g. disability, age (mature or postgraduate students), religion/faith, sexuality, language barriers or anxiety.

The Students’ Union is here to represent and provide opportunities for all students and it is crucial that our societies reflect the diversity of our wider student body and are inclusive and accessible to all.

**Essential personal skills required:**

- Personable and friendly
- Confident to speak to new people
- Trustworthy
- Open and non-judgemental

**Key Responsibilities:**

- Attend Society Committee Training and Society Forums
- Be outgoing and welcoming to all members attending events or societies
- Understand the Equality and Diversity policy and put it into practice
- Monitor communications within the committee and the society to ensure that the Equality and Diversity policy is being adhered to.
- Work hard to reach out and include minority groups of students that may otherwise fall through the gaps – specifically commuting students, BAME students, mature students etc.
- Handle any sensitive or confidential information with maturity and discretion
- Maintain a zero tolerance approach to any harassment or bullying within the society and report any concerns to the Students' Union
- Read society emails