



Quick guide to Committee Roles

HOW TOResources for Clubs & Societies

Effective Committees



Running a club or society can be fun and exciting but it can also be tough and challenging! It requires time, energy and commitment and a passion for your activity. The skills and learning acquired from your work on a committee will add value to your CV, give you practical work experience, enhance your leadership and organisational skills and give you a say in planning the future development of your club or society.

An effective club or society begins with an effective, co-operative and hardworking committee. It is imperative that those elected to executive positions approach their tasks with enthusiasm and a sense of responsibility and know way their roles involved. If you appoint people who are disinterested or ineffective in their positions then the whole club/society will suffer as a result. Alternatively, leaving the work to one person only leads to 'burnout' and a collapsed club or society. This leaflet is intended to give you an overview of the roles and tasks involved for the various committee positions.

The minimum number of club/society committee members is 8 – President (must be a staff member), Chairperson, Secretary, Treasurer, Public Relations Officer (PRO) and 3 Ordinary members. Each of these roles performs specific functions that are required to run a club/society. Items that are normally the remit of particular officers are listed below. However these tasks may vary depending on your organisation and activity:

Committee Positions

President

Each club or society must have a president who is a full time member of DCU staff.

Key Tasks:

- Act as a source of advice for the club/society
- Review and sign the grant application mid-semester accounts

Skills Required: Actively involved/interested in activity, contacts in the area

Chairperson

Key Tasks:

- Acts as a spokesperson for the club
- Provide direction and leadership
- Chair meetings
- Delegation of tasks
- Ensures the smooth running of the club/society

Skills Required: Organised, good delegator, good communicator, confident, Enthusiastic

Potential Attributes Gained: Teamwork, Marketing, Negotiation, Decision Making, Verbal & Written Communication Skills

Secretary

Key Tasks:

- To take minutes at any meeting
- Administration-collecting the post, room bookings, write article for handbook
- To collate all the names and contact information of all the members of the club
- To update any changes to the clubs constitution
- Communicate regularly with members
- Keep equipment records

Skills Required: Methodical, organised and have a good understanding of club policy, good written skills for communicating

Potential Attributes Gained: Verbal & Written Communication Skills, Organisational skills, time management, IT skills

'Success is doing ordinary things extraordinarily well'

Jim Rohn

We're on the Web!

See us at:

www.dcu.ie/sportsdevelopment



DCU Student Sport
DCU Clubs & Societies

or

www.dcsu.ie



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*"Failing to plan is
planning to fail"*
anon



Committee Positions continued

Treasurer

Key Tasks:

- Make a grant application
- Maintain accounts of all income and expenditure and make claims
- To draw up the club's budget
- To liaise with the CLC/SLC on any matters of finance
- Organise affiliation to NGB's
- Collect membership fees
- Understanding of the Office of Student Life financial system and funding policy

Skills Required: Numerical competence, reliable and trustworthy

Potential Attributes Gained: Financial Management, Organisation,

Public Relations Officer

Key Tasks:

- To market the clubs/societies activities and events
- To submit articles to an Campus, College View, Flashback, DCU Pr & Media and external publications
- Set up and maintain the club/society website and/or Facebook page
- Send weekly e-mails and facebook updates to members about events, fixtures, training etc
- Organise club/society branded clothing
- Take photos and videos of club/society activities

Skills Required: Creative, a good communicator, Good written and verbal communication skills, good IT skills,

Potential Attributes Gained:

Ordinary Member

Key Tasks:

- Representative of the groups within your club/society e.g. different years at university, represent diverse interest groups within your club/society

Skills Required: Enthusiasm and a passion for the club/society activity

Potential Attributes Gained: Teamwork, Event Management, Negotiation, Debating

Optional Committee Positions



As your club or society develops you may want to introduce new committee roles to help further develop your group or to take responsibility for a key area.

Vice Chair

The Vice Chair can be a key role that shares the Chairing responsibilities. This works well for big clubs or societies, but good communication between the Chair and Vice Chair is key to success!

Inclusion Officer

The Inclusion Officer is a key role to ensure that the club or society includes opportunities for all students and does not discriminate towards any student.

Participation Officer

The Participation Officer is vital to ensure that your club/society provides opportunities for new members and beginners to get involved. You worked hard to sign up new members on Clubs and Socs Days so it's really beneficial to ensure that you creatively and actively retain your members.

Fund Raising & Sponsorship

Getting funds and sponsorship is increasingly challenging and often is neglected as day to day operations take priority. It is worth recruiting a committee position solely for this purpose to boost your clubs/societies bank balance and activities!

Social Secretary

Social activities are the key to a good club or society as well as boosting your social life they will boost club/society morale and can be a good fundraiser too!