

Society Secretary

Aims of role

The aim of this role is to empower students to deliver and create activities for the benefit of you and your peers at Roehampton.

We expect you to develop skills in marketing and communications, IT, teamwork, and time management in this role.

This role is also a vital part of our aims as a registered charity. It ensures our members will have access to high-quality opportunities which build confidence and truly add value to their university experience.

Who this role is for

Any current students at Roehampton (including Undergraduate, Postgraduate, Full Time, Part Time, Home or International).

We are committed to widening participation in Societies and make any reasonable adjustments necessary to assist our volunteers in having an excellent experience with us. To find out more, get in touch with us at societies@roehampton.ac.uk.

Tasks and Responsibilities of the role

- Lead on the administrative functions of the Society ensuring forms are completed for activities. This includes Room Bookings, Speaker Requests, and other forms.
- To keep accurate records, such as Committee Meetings minutes, and drafting the handover document
- To ensure the Society communicates to its members, such as sending emails out via the website, monitoring the email, and ensuring your webpage is up to date. This also may include any social media you create.
- Ensure your Society has an inventory made of its equipment, and ensure this is up to date and can be shared with RSU.

Person Specifications

There are no qualifications required for the role, but in order to get the most out of your experience it will help if you are:

- Reliable
- Professional
- Able to work with others
- Willing to develop skills in managing your time

Process of Entry

You can become a Society Secretary in a number of ways:

- Starting a new Society. Proposals may be accepted at any point in the year and are responded to within 10 days. For more information visit our site: [Start a Society \(roehamptonstudent.com\)](http://roehamptonstudent.com)
- Adopting an inactive Society. Societies may close due to inactivity, and you are able to restart these Societies. For more information visit our site: [Start a Society \(roehamptonstudent.com\)](http://roehamptonstudent.com)
- Direct election to an existing Society Committee. Each active Society holds an election each year to elect the 3 core roles of a Society (President, Secretary, and Treasurer). For more information visit our site: [Society Elections \(roehamptonstudent.com\)](http://roehamptonstudent.com).

Supported by

Harry Jones he/him/his
RSU Activities Coordinator
societies@roehampton.ac.uk

Location and Hours

Primarily on-site (including Whitelands), although some off-campus activity may take place depending on your planned activities.

	<p>5-10 hours per week. This may increase or decrease, depending on the frequency of your activities. During your Volunteer Induction, we discuss how to fit your role around your studies.</p>
<p>Measures of success within the role</p>	<p>Success is defined by you. We run a Volunteer Induction with each new Society Committee to discuss your goals for the year, and provide ongoing support such as drop-ins, emails, and structured Development Meetings to assist you in achieving them.</p> <p>We also host an RSU Awards Evening at the end of each year to celebrate the achievements of Societies and other volunteers. Our categories in previous years have included:</p> <ul style="list-style-type: none"> • Society of the Year • Best New Society • Best Academic Society • Society Committee of the Year • Society Member of the Year • Student-led Event of the Year <p>We also encourage students and staff to nominate our Societies for the National Student Volunteering Awards, which we have won two awards to date (Co-Exist Society, 2018. E-Sports Society, 2022).</p>
<p>Expenses relating to the voluntary role</p>	<p>Any costs incurred relating to delivering your activities (including any promotional material you buy, service providers you hire such as instructors, snacks, etc) is refunded. The money used to refund this is the revenue raised from your Society memberships, ticket sales, or other products.</p> <p>We do not authorise refunds items for yourself or items solely for the benefit of the committee (for example individual lunches, car parking, or personal merchandise). We provide full training for Society finances which is accessible at any point in the year.</p> <p>We also are able to pay for items, such as invoices or online payments, should you not be able to incur a cost and wait for a refund. This is available on request.</p>
<p>Date of Review: 17/03/2023 Date of Next Review: 17/03/2024 Signatory: Harry David Jones (RSU Activities Coordinator)</p>	