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**How to ….. be a Members Rep**

This guide is to help you identify the key roles & responsibilities of your committee. In order to have a successful committee it is important you understand what is expected of your role. Some groups may operate with different roles and this list below is not exhaustive. Smaller committees will have some of these roles amalgamated so it is up to your committee to decide on responsibilities for your activity group. As a committee it is your joint responsibility to ensure that the activity group runs smoothly so be aware of what your fellow committee members are doing and help out where necessary.

**Members Rep/Liaison Officer**

*Key responsibilities:*

This role is extremely valuable and important to support your members ensuring that their needs and requirements are met so they feel comfortable to attend your sessions.

* Ensures that the activity is open and inclusive to everyone
* Check with your members that the facility/room is suitable for their needs
* Checking if your members have any special requirements for your sessions
* Point of **communication** between the committee and the members
* Raise concerns regarding accessibility/inclusivity with the rest of the committee
* Keeping an eye on your members and checking they are ok
* Signpost or talk to SU if you are concerned about any members