****

**How to ….. be a President**

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.

**President/Chair**

The President or Chairperson is the leader who oversees all of the activities and events within the activity group. The President will need to provide support, advice and guidance to the other committee members throughout the academic year. Probably the most challenging role on the committee, you’ll need experience of what the activity group does, and a strong belief in the aims and objectives of the group.

*Key responsibilities:*

* Ensuring that all SU Bye-laws, code of conduct, policies and procedures are adhered to
* Overseeing all areas of the running and coordination of the activity group, this will include delegating duties, overseeing others in their roles and supporting both your committee and the membership in their roles too.
* Set the direction, of the activity group after consultation with the committee and members.
* Ensuring that the aims and objectives of the Activity Group are achieved.
* Providing a high standard of leadership for the members.
* Ensuring that the needs of all the members are met.
* Acting as chair at activity group meetings and to make final decisions.
* Representing the members by attending all relevant meetings or sending a nominee in their absence.
* Maintaining external contacts and relationships
* Ensuring that all members are aware of and adhere to the code of conduct.
* Ensuring that all health and safety requirements are met, including risk assessment and code of practice documents.
* Keeping in regular contact with the SU Activities Team & your manager.
* Writing and submitting a termly & annual report of activity group
* Any other duties as agreed by the committee.