## Society Membership

The UCSU recognises two levels of membership within Societies. These are Members and Associate Members.

### Society memberMust currently be a full time or part time student enrolled on a University of Chichester course. In order to join a Society the student must do so by going to the Society’s mini-site which can be found at [www.ucsu.org/sports-societies/societies/](http://www.ucsu.org/sports-societies/societies/)

### Associate MemberAny person employed by the University of Chichester, alumni; or any member of the public over the age of 18 wishing to join a Society must apply to the Societies Federation to become an associate member of the UCSU before joining a Society through [www.ucsu.org](http://www.ucsu.org)

**Joining a Society**Anyone wishing to join any specific Society or number of Societies can do so through [www.ucsu.org/sports-societies/societies/](http://www.ucsu.org/sports-societies/societies/)

If it is the first time that they are signing up they will also be prompted to and are required to join the Societies Federation. Once they have completed this they will then be able to join as many Societies as they so wish without having to again join the Societies Federation.

The fee for joining the Societies Federation is set at £5. The fee however, for each individual Society, is set annually by the Society themselves, and will include certain benefits or include a range of costs that the Society need to cover in order to sustain themselves.

A prime example of this is if a Society requires a higher level of insurance as they deliver physical activities and therefore are required to have a membership fee of £3.

These fees can be found on each of the Society’s own mini-sites.

### Committee Roles

Every society must a have a Committee made up of at least three members.

The role of the Committee is to run the Society and create the best possible experience for its members.

Each position is elected at the Societies AGM and only ordinary Society members are eligible to vote. This does not include Associate members or Alumni – unless the role is specifically an Alumni or Associate Officer. See ‘Elections and Handover’ document for more information.

The following three Committee positions are the standard. These details are for guidance only and the Society must issue each Committee position with a list of responsibilities.

### President/Chair

The President oversees the overall running of the Society; they also have part control of the budget and booking facilities.

* Must attend Societies Federation AGM and Societies Workshops.
* Ensuring the Society complies with the UCSU Policy set out in Societies Handbook and the Bye-laws.
* Must ensure the Treasurer has completed the Society’s budget and returned it to the Societies Federation President or the Volunteering & Activities Co-Coordinator.
* Must attend budget meetings set by the Societies Federation President or the Volunteering & Activities Co-Coordinator.
* To oversee the smooth running of all parts of the Society from financial to social activities.
* Must complete the Society’s Risk assessments for any activities the Society undertakes.
* Must complete Renewal pack and return it to the Societies Federation President or the Volunteering & Activities Co-Coordinator every April after the Election.
* Must prepare a Handover to the future incoming President.
* Must chair their Societies AGM and present an annual report back to members
* Regular attendance of committee meetings.

### Treasurer

A good Treasurer is one who is sensible, careful, reliable and can organise themselves well in advance of a given situation.

* Must attend budget meetings set by the Societies Federation President or the Volunteering & Activities Co-Coordinator.
* Must manage the Society’s budget throughout the year with the Societies Federation President or the Volunteering & Activities Co-Coordinator.
* Must prepare the budget for the upcoming year.
* Must maintain a regular view over the Society’s funds and accounts and make sure that all monies are paid in promptly and correctly.
* Must regularly report back to the Society the balance or statement of the accounts, which can be obtained from the Finance Manager in the Students’ Union.
* Regular attendance of Committee meetings

 Secretary
A Secretary’s main priority is to organise meetings, and keep the Society members informed of events, upcoming meetings or pending issues.

* Checking the relevant @chi.ac.uk email account for your Society and respond to queries.
* They may also be the Committee member designated to organise elections.
* Each and every Society should have a web page on ucsu.org and a pigeonhole (situated in the Activities Office) and the Secretary may be designated with managing these.
* Must keep minutes of Committee meetings
* Must take a lead in administrative tasks such as booking rooms.
* Regular attendance of Committee meetings.

### Publicity Officer

The publicity officer liaises with UCSU staff with updates on events and society accomplishments. UCSU offers training in marketing that support this committee position.

* Help publicise the Society throughout the year (especially during Fresher’s Week).
* Maintain the website and forums for all members to use.
* Help all committee officers in maintaining Society pages up of the UCSU website.
* Help to create promotional material throughout the year when needed.
* Regular attendance of Committee meetings.
* Ensure the Society is publicised widely throughout the Union’s media.

### Some examples of other positions you may wish to include on your Society’s Committee:

### Social Secretary/Events/Trips officer

* To arrange trips and social meetings for the Societies members.
* To maintain contact with drivers for events.
* To be aware of the needs and desires of ALL Society members and to keep this in mind when organising events.
* Regular attendance of Committee meetings.

### Welfare Officer

* Is available to represent all members within the Society community.
* Keep up to date with all issues affecting members.
* Be a figure of support to those members who need help or advice.
* Work with the Students’ Union Welfare/Equal Opportunities Officer to establish links within the wider community and creating a support network for the Society.
* Regular attendance of Committee meetings

### Campaigns Officer

* Keeps up to date with all the national campaigns run by the NUS (particularly with faith/cultural/welfare based Societies)
* Keeps in contact with local campaigns.
* Presenting important information about events to members and encouraging members to get involved.
* Regular attendance of Committee meetings

### Vice President/Vice Chair

* To chair meetings in the absence of the President
* Assist the Chair/President in the running of the Society and Committee
* If to be a "floating Position" i.e. taken on in addition to another Committee role it should be decided upon 2-4 weeks after initial elections at the discretion of the Committee.
* Regular attendance of Committee meetings.

**Other possible positions may include the following for which a role description can be made by a Society.** (Help in doing so is available from the Volunteering & Activities Co-Coordinator or Scoffed Pres)

* Health and Safety Officer
* Prayer group leader
* Trips officer
* Events officer

**Associate Members Officer**-for which only associate members can vote as they represent their views on the Committee (Please note associate members on the Committee do not have a vote they only represent a group of members).

Committee members help lead the Society and have a responsibility to their members to actively fulfil their role to the benefit of the Society and its members. If members of a Society or a Committee feel that a Committee member is not fulfilling their role or duties correctly, then this should be brought to the attention of the President or relevant Committee member of that Society, or to the Societies Federation President or the Volunteering & Activities Co-Coordinator, who can advise on the next step to be taken.