

Committee Member Roles

1. Committee Roles

The committee role's comprise the following responsibilities	
<i>President:</i>	<ul style="list-style-type: none">• Must be full time member of staff• Advises club when necessary• Reviews/Signs grant application/mid-semester accounts
<i>Chairperson:</i>	<ul style="list-style-type: none">• Provide direction/leadership of club• Chairs meetings• Ensures smooth running of the club
<i>Secretary:</i>	<ul style="list-style-type: none">• Takes minutes at club meetings• Collects post from SU office (cubby holes to the left of door)• Writes article about club each year for club handbook• Keeps an up to date list of club members• Keeps club constitution up to date
<i>Treasurer:</i>	<ul style="list-style-type: none">• Makes grant application• Keeps balance sheet of income/expenditure during year• Draws up clubs budget• Requests/Collects cheques from SCC
<i>Public Relations Officer:</i>	<ul style="list-style-type: none">• Markets the club whenever possible• Publishes articles in An Tarbh etc about club• Gets sponsorship/discounts for club
<i>Equipment Officer:</i>	<ul style="list-style-type: none">• Keeps a list of club equipment• Purchases new equipment when necessary
<i>Safety Officer:</i>	<ul style="list-style-type: none">• Ensures the club has first aid knowledge• Writes incident reports when accidents happen• Ensures first aid kit is at every raining session• Keeps first aid kit well stocked
<i>Club Captain:</i>	<ul style="list-style-type: none">• Encourages members to compete in competitions• Organises club teams