

President General Responsibilities:	President BSU Website Responsibilities:
Act as the figurehead and spokesperson of the society. Retaining order throughout the committee team and ensure that all decisions are made with everyone's input and opinion.	Update society profile on your BrightonSU.com webpage i.e. contact details, description of your society
Responsible for overall organisation of the society: > Keep members of society together and informed on meeting and events. > keep harmony within the group and oversee your committee, ensuring they are fulfilling each of their roles sufficiently.	Check WEEKLY NEW memberships via the website and send a welcome email to new members letting them know when/where next meet up is
Ensure the smooth running of the society by taking ultimate responsibility for events meeting and communication.	Responsible for emailing society members through the website
Work through your online Society Accreditation, achieving goals and earning funding of up to £285 along the way. Get your society to 'Outstanding' status!	Maintain the online list of society members and contact the BSU team should any committee member change
Promote maximum participation within the society through Freshers' Fair, Re Freshers' Fair, the Elections, society events and BSU Website	
Ensure no Guest Speakers or external visitors come onto campus without receiving authorisation (university needs 3 weeks' notice).	
Answer queries from students via your society public email i.e. FilmSociety@gmail.com and face to face	
Be the main direct contact for the Brighton SU Societies Team and regularly check email for any important communication!	
Ultimate responsibility for ensuring appropriate forms (External Visitor/Room Bookings/Trip) are completed for events adhering to Brighton Students' Union and the University of Brighton's policies and procedures. See VP Social.	
Coordinate and arrange society meetings - take notes and actions points during meetings (who is doing what? and by when?) to keep plans on track and hold members accountable to their tasks.	
Arrange the continuation of your society into the next year, this will include attending SocFed AGM on 1 st May to reregister your society and then coordinating elections and handover the following March – May	
Promote safe practice at all times ensuring everyone in the society realises they have a common sense duty of care towards one another / Report any prohibited 'initiations' to BSU Societies Team / Report any welfare issues to the Society Team immediately!	
ALL EVENTS (other than society meetings) MUST have a completed Risk Assessment! Fill out an online Risk Assessment with the VP Social at least 2 weeks in advance of your event.	
Aspects of this role can be delegated to other within the society; however it is still your responsibility to ensure all are completed to the specified standard and within the timeframes.	