

VP Social General Responsibilities:	VP Social BSU Website Responsibilities:
Keep social media accounts up to date with regular posts	Adding all meet-ups, socials and events to your society event calendar on the website – this helps you earn accreditations and funding £££!
Refer to the [Event Planning Toolkit] and [Venues and Entertainment Toolkit] to get ideas, see what's possible and how to book: brightonsu.com/studentactivities/societies/committeetoolkits/	Design a logo for your society and upload it to the webpage
Ensure any sponsorship or external venues booked have a BSU contract - signed by the President	Set up online tickets for your society events through the website with the support of the VP Finance.
ALL EVENTS (other than society meetings) MUST have a completed Risk Assessment! Fill out an online Risk Assessment with the President at least 2 weeks in advance of your event.	
Ensure no Guest Speakers or external visitors come onto campus without receiving authorisation from the university! Fill out the online 'External Visitor Form' <u>3 WEEKS</u> before!	
Fill out the online Trip Report 2 weeks prior to your society excursion	
Promote safe practice within the society at all times - Make sure external services used have a health and safety policy or are suitably accredited or certificated Report any prohibited 'initiations' to BSU Societies Team / Report any welfare issues to the Society Team immediately!	
Ensuring that there is a qualified first aider at large events (more than 50 people)	
Evaluate events and deem their accessibility regarding race gender identity and sexuality	
Take pictures of your society events and enter Society of the Month – your society could win £100	
Be a main direct contact for the Brighton SU Societies Team and regularly check email for any important communication!	
Create working relationships with external providers, liaise in advance of an event and thank after an 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.	