

# COMMUNITIES RESOURCE

## Committee Roles

Committees are an important part of SCM Communities. These are the students who help the group run day to day. They organise various things from the room you meet in to inviting guest speakers to trips away.

Below is a list of the most common committee positions, and roughly what they contribute to the running of the community. This list is neither exhaustive nor prescriptive, and you are free to shape the committee however you would like. We encourage our communities to affiliate with the Student's Union. Your SU might have specific roles that you have to fill, or guidance on how the committee should function.

### President

The President has overall responsibility for the community- which is far less scary than it sounds!

In practice, they will be the person who arranges and chairs committee meetings. They are also likely to be a main point of contact with the SU.

### Vice-President

The Vice-President is there to support the President in their role, and someone to step in if the President is unavailable for any reason.

Different communities may have additional specific duties for a VP, like contacting speakers or also being the Social Secretary.

### Secretary

The Secretary is often the person who does basic admin for the community.

This will probably include sending emails, taking minutes of committee meetings, and liaising with the SU.

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### Treasurer

The Treasurer has responsibility for the money that the society has. Not every society will hold money, but many SUs give societies a bank account, and some will require people to pay a membership fee to join. Generally communities will not hold a lot of money, and the duties will mainly involve handing fees for events and membership.

### Social Secretary

The Social Sec's main duty is to organise socials that the community has, from Christmas meals to nights out.

Not every community will have/need a social sec, but can be useful to have a nominated person to help socials bring the community together.

### Session Leader

The Session Leader could have a variety of titles (e.g. Bible Sec) or be incorporated into other roles.

Whatever they are called, this is the person who helps organise and runs weekly meetings. They don't need to run them all, and can facilitate other community members/outside speakers to run sessions.

If your community mainly has outside speakers, or has a chaplain/local church leader who run the sessions, this position might not be needed.

### Unofficial positions

SCM often have close ties with the Chaplaincy or a local church(es). It may be useful for a member of the Chaplaincy/church(es) to be involved in running the community. At SCM we love things being student led, but that does not mean non-students are banned! Like many things, it is about what works for your local community.