

Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

C&S Committee Members ROLES & RESPONSIBILITIES

Each committee member has their own responsibilities. But everyone should work as a team to run the club/society successfully.

PRESIDENT

The President is the Leader of the club/soc

- **Leads the Committee** – Act as the main contact, supporting and overseeing the work between club/soc and SU office.
- **Safety of Members** – ensuring activities/trips are safe and inclusive, Observe procedures set out by the SU.
- **Trip Away Form** – submit trip information on SU Life
- **Wellbeing** – creating a positive community
- **Aims and Objectives** – keeping everything on track
- **Dignity & Respect** – ensuring acceptable behavior from committee and general members
- **Event Management Plan** – along with PRO/Event Officer complete ATU Event Management Plan for events on and off campus
- **SU life** -Ensuring that SU life is kept up to date. Assign other executive members on their behalf to update their Club or Society's activity SU life.



SECRETARY

The Secretary is the administrative backbone of the club/soc

- **Minute Taking** – typing/uploading to SU Life.
- **Communication** – composing, sending, receiving mail. Keeping committee and members up to date.
- **Room Bookings** – Ensure appropriate rooms booked .
- **Data Protection** – manage member data when communicating to club/soc



PUBLIC RELATIONS OFFICER - PRO

- **Promotion-** Raise awareness of all events
- **SU Life** – Update Events , news and activities to SU life page
- **Event Managements Plan-** Along with PRO/Event Officer complete ATU Event Management Plan for events on and off campus
- **Online-** Maintain websites and social media accounts.
- **Policies-** Adhere to ATU Clubs/Socs social media and postering policies
- **Photos/Videos-** Take photos and videos of events



TREASURER

The Treasurer is the financial controller for the club/soc and assumes the main responsibility for the finances

- **INTERNAL FINANCES** – authorizing committee members expenses
- **EXTERNAL FINANCES** – paying invoices, uploading receipts/inv. to SU Life & ordering gear/equipment
- **EVENT BUDGETS** – creating budgets for IV's/Events
- **DEBT WATCH** – keeping an eye on spend/bank account etc.
- **CASH BOX** – Keeping cash balances up to date
- **FUNDING APPLICATIONS** – applying for Special Events/Equipment and End of Year Budget Application



EVENT OFFICER

- **Bookings** - Book a venue for the event
- **Event Management Plan** – along with President/PRO complete ATU Event Management Plan for events on and off campus. Liaise with Clubs and Societies Office
- **Budget** – along with President/Treasurer ensure a budget is completed for the event
- **Promotion** - Work with the P.R.O to help promote the event
- **Contracts** – Need to accompany Event Plan

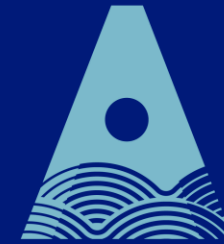




ALL COMMITTEE MEMBERS

For all committee members it is important to remember that when elected to the committee you now have taken on a position of responsibility both within your club/society & ATU.

- **Ambassador** – You and members of your club/society are ambassadors for ATU SU.
- **Accountability** – You are accountable to your members for what happens and what doesn't happen. You are accountable to ATU SU for the actions both collectively and individually of your club/soc.
- **Personally Liable** – If found in breach of university rules/regulations The C&S Finance committee will freeze funds immediately and you may be subject to disciplinary action.
- **Duty of Care** – You have a duty of care to your members. This means you have an obligation to ensure the safety and inclusivity of each member and attending relevant training and completing relevant documentation, e.g., Trip Away, safety statement,



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