Executive Committee Roles
What is an executive committee?

Although a club is fairly free to run itself according to its own ideas, it has to be accountable to its members and to the Guild. It is expected that clubs hold meetings with some frequency, take minutes, keep current and accurate financial records, and keep its members and the Guild Clubs and Societies Officer informed of its activities, financial situation and whereabouts. Above all else, a conscientious club executive is vital to the success of your club.

The Executive Committee members have a vital role to play if a club is to be successful. This committee usually consists of a President/Chairperson, Secretary, and Treasurer. However, you can make your executive as simple or as complex as you wish. For example, you could also include a Social Event Coordinator, or a Fundraising Coordinator to your committee. A new requirement for clubs/societies to be endorsed with the Guild is for the appointment of a Website Officer within the Executive Committee.

The roles of the President/Chairperson, Secretary, Treasurer, and Website Officer are outlined on the next few pages to give you an idea of what kind of duties are involved in each of the positions. The most important attribute for an executive member to have is enthusiasm and a dedication to the club or society!
President/Chairperson

The President is the principal leader of the club/society and has overall responsibility for the club’s administration. The President is elected by the club/society members and is therefore responsible for representing the views of the members.

The President sets the overall annual committee agenda (consistent with the views of the members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsibilities and Duties

The President/Chairperson should:

- liaise with the Guild Clubs and Societies Officer and discuss the progress and/or concerns of the club
- manage the committee, and chair all committee, general, and Annual General Meetings
- coordinate activities within the committee
- ensure that the club's activities accord with its own constitution
- ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- act as a spokesperson for the club
- be a supportive leader for all club members
- plan and coordinate a club plan

Knowledge and Skills Required

Ideally the President/Chairperson is someone who is:

- able to communicate effectively
- well-informed of all club activities
- knowledgeable of the constitution, rules and the duties of all executive members
- able to set goals and work systematically towards achieving them
- dedicated and enthusiastic about the cause, and who can work as part of a team
Secretary

The Secretary is the chief administration officer of the club/society. The Secretary is responsible for providing a communication link between all members of the club/society.

Responsibilities and Duties

The Secretary should:
- liaise with the Guild Clubs and Societies Officer and discuss the progress and/or concerns of the club
- organise meeting times, dates and book meeting rooms
- prepare and issue agendas, supporting papers and minutes of the previous meeting
- be an editor of the club/society web-page on the USQ Student Guild web-site and frequently communicate to members using this medium
- send adequate notice of the meetings to all club/society members
- take the minutes of the meetings, and then circulate these minutes to all members
- keep all club/society records, and maintain registers of members’ names, addresses, and contact details
- respond to general duties as directed by the club/society

Knowledge and Skills Required

Ideally the Secretary is someone who:
- is able to communicate effectively
- is able to think clearly and positively
- has good organisational skills
- can maintain confidentiality on relevant matters
- is dedicated and enthusiastic about the cause, and who can work as part of a team
**Treasurer**

The Treasurer is the chief financial manager of the club/society. The Treasurer bears the weighty responsibility for all club/society monetary transactions and financial records.

**Responsibilities and Duties**

The Treasurer should:
- liaise with the Guild Clubs and Societies Officer in relation to club/society financial operations
- prepare a budget demonstrating income and expenditure
- authorise all cash transactions and be accountable for its safe keeping
- be prepared to present a current financial report to club/society committee or Clubs and Societies Officer upon request
- prepare an annual budget report for Guild club/society funding purposes
- collect and bank club/society money (into an established bank account under the club/society name)
- present a written financial report to all meetings
- keep all receipts to provide proof of general spending as well as a current list of all financial members

**Knowledge and Skills Required**

Ideally the Treasurer is someone who is:
- well-organised
- able to allocate regular time periods to maintain the books
- able to keep good records and knowledgeable about financial operations
- enthusiastic about the cause and who can work as part of a team
Promotions Officer

The Promotions Officer is a new addition to the clubs/societies Executive Committees. It is essential that endorsed clubs/societies be actively trying to promote their club/society within the University campus in order to let other students on campus become aware of the existence of their club/society, and to consequently build their club/society membership. The person who takes up this position is responsible for the image of the club/society, and the future enhancement of that image.

Responsibilities and Duties

The Promotions Officer should:
- regularly liaise with the Guild Clubs and Societies Officer in relation to club/society activities and upcoming events
- be the official editor of the club/society web-page on the USQ Student Guild web-site and frequently communicate to members using this medium
- prepare and submit articles to the Clubs and Societies Officer for inclusion in the UniVerse and other publications relating to the club/society activities and upcoming events
- develop a strategy to market and promote the club/society
- ensure that the club receives maximum promotional exposure
- act as a liaison person with all media personnel, such as the editor of the UniVerse
- arrange for sponsorship for the club in conjunction with the Clubs and Societies Officer
- promote the club around USQ and the community

Knowledge and Skills Required

Ideally the Publicity/Promotions Officer is someone who is:
- an excellent written and verbal communicator
- well-organised
- always thinking of new ways to do things
- enthusiastic about the cause and who can work as part of a team