| **President**        | 1. Be elected by peers  
|                     | 2. Attend compulsory society committee training  
|                     | 3. Attend at least one drop in with a Societies Coordinator  
|                     | 4. Plan and deliver a range of activities over the year  
|                     | 5. Ensure the society is accountable to its members for example by holding an annual meeting  
|                     | 6. Organise elections for new committee positions  
|                     | 7. Maintain contact with Guild staff  |
| **Vice President**  | 1. Be elected by peers  
|                     | 2. Attend compulsory society committee training  
|                     | 3. Attend at least one drop in with a Societies Coordinator  
|                     | 4. Plan and deliver a range of activities over the year  
|                     | 5. Maintain contact with Guild staff  |
| **Secretary**       | 1. Be elected by peers  
|                     | 2. Attend the compulsory society committee training  
|                     | 3. Attend at least one drop in with a Societies Coordinator  
|                     | 4. Plan and organise a range of activities over the year  
|                     | 5. Ensure all compulsory Health and Safety documentation was submitted to the Guild, including risk assessments  
|                     | 6. Ensure the society is accountable to its members for example by submitting at least  |
| **Treasurer** | one news story to their section of the Guild website  
1. 7. Maintain contact with Guild staff including informing them of the date and outcomes of the annual meeting |
| **General Committee** | 1. Be elected by peers  
2. Attend compulsory society committee training  
3. Attend at least one drop in with a Societies Coordinator  
4. Lead on the planning and delivery of at least one society activity over the year  
5. Maintain contact with Guild staff |
| **Treasurer** | 1. Be elected by peers  
2. Attend the compulsory society committee training  
3. Attend at least one drop in with a Societies Coordinator  
4. Handle and authorise financial transactions within society, including signing off payment vouchers  
5. Maintain financial scrutiny and sustainability by ensuring that the society finishes the year with money in their account  
6. Ensure the society is accountable to its members for example by delivering financial reports at general meetings and the annual meeting  
7. Maintain contact with Guild staff including providing a copy of the end of year financial report |