

This opportunity profile is designed to give you an idea of what your Societies Events & Social Representative role will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

Role: Societies Events & Social Representative

Department: Su Activities

Duties and Responsibilities:

- Recruit individual team members to help deliver events
- Fill in an Events Planner form for every event and submit the form to the Societies office
- Monitor progress of events and keep the societies office up to date any changes and submit any contract to the SU Activities Officer for signing
- Advise Chair on risk assessments for each event
- Work together with the Treasurer for budgeting of events.
- Submit Online Product forms where necessary

Time Commitment:

Time commitment will depend on the size of the event, different hours for each event. Plus attendance at club meetings and GM/AGM

Venue:

Activities Office – Across campus

Responsible to:

SU Activities Officer
Societies Chair

Benefits:

- Development of the society
- Enhance you CV
- Gain skills to enhance personal development.
- Volunteer Recognition programme

Opportunity:

- Develop the society for members
- Engage members of the society with community activities.
- Develop new events and socials

Training and support:

- Handover training with the previous Societies Chair
- Committee training via skills training
- Support from the Societies Office

Useful previous experience:

- Participation in previous society events and activities
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills
- The ability to delegate tasks efficiently
- Event Management

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	✓
Verbal Communication	✓	Time Management		I.T.	
Delegation	✓	People Management		Organisation/ Planning	✓
Decision Making	✓	Negotiation		Marketing	

Others (as specified below):

For further info contact:

Activities Officer email - suactivities@bath.ac.uk
01225 383667 / 01225 384860

Website:

<http://www.bathstudent.com/socs>