

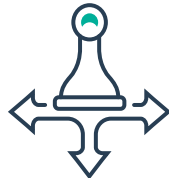
COMMITTEE STRUCTURE

Your club's committee, often known as the executive, is a group of a few people who are elected to govern the club on behalf of everybody else.



PRESIDENT

The ambassador and chair of the meetings



VICE PRESIDENT

The supporter and strategic planning coordinator



SECRETARY

The administrator



TREASURER

The financial overseer

For small clubs, a committee of 3 or 4 people is usually fine.
In big clubs, about 9 people should be the maximum number on a committee



The most successful clubs are those that know how to properly separate their governance from their operations.

GOVERNANCE

The most important roles of the committee are to focus on planning and informed decision making

OPERATIONS

It's vital that the committee is supported by other volunteers, the 'doers', to deliver on those decisions

THE BASIC RESPONSIBILITIES OF ALL COMMITTEE MEMBERS:

- Read and be familiar with your constitution
- Understand the conditions under which the club is affiliated to your student association
- Understand your club's purpose - why you exist
- Set the club's strategic, long-term direction in your strategic plan
- Attend all committee meetings and meetings of members, including being well prepared and playing an active role in the club's decision making
- Keep a close eye on the club's financial position at all times
- Engage proactively with members