**How to be a President:**

Congratulations on being elected as your group’s President!

The role of President is to oversee all activities and events within the group and provide support, advice and guidance to other committee members throughout the year.

Great leadership, decision making and communication skills are vital to this role as you are effectively the figurehead of your group and expected to manage internal affairs….

**Key Responsibilities:**

* Ensuring that all SU byelaws, code of conduct, policies and procedures are adhered to
* Oversee all areas of running and coordinating the group. This will include delegating duties and supporting committee members
* Ensure all objectives and aims of the group are achieved
* Ensure the needs of the members are met and if needing support this is given to a high standard
* Act as chair at any meetings and making the final decision on event/session/fundraiser planning
* Keep regular contact with the activities team and attend all training opportunities and any meetings
* Ensuring that all health and safety requirements are met, over see the making and checking of risk assessments
* Boosting committee and member morale (planning committee socials and team building sessions) Motivate everyone as well as provide support
* Be open and transparent with your group and members, maintaining a constant and friendly line of communication is key