



Committee Role Descriptions

BPP University Clubs & Societies — 2025/26

Introduction

This document sets out the responsibilities of each committee role in a BPP University club or society. All committee members are volunteers, expected to uphold the Code of Conduct and act in members' best interests.

President and Wellbeing Officer are core roles, mandatory for every society. The rest are optional — see the summary table below.

Core Roles

Summary table (add near the top, under the intro):

Role	Summary	Core/Optional
President	Leads the society, main point of contact with the Students' Association	Core
Wellbeing Officer	First point of contact for welfare concerns	Core
Events Officer	Runs event logistics	Optional
Social Media & Communications Officer	Manages socials and promo materials	Optional
Secretary	Keeps records and admin on track	Optional
Treasurer	Manages finances and funding	Optional

President — Leads the society and is the main point of contact with the Students' Association.

Key Responsibilities - Represent the society at SA meetings and events, Chair committee meetings, Oversee planning and delivery of activities

What We're Looking For - Strong organisational and leadership skills, Comfortable representing diverse member interests, Confident as the public face of the society

Wellbeing Officer — First point of contact for welfare concerns and champions inclusive practice across the society.

Key Responsibilities - Create an inclusive, welcoming environment, Signpost members to university support services, Complete the Mental Health Awareness module

What We're Looking For - Empathetic and approachable, Discreet with sensitive information, Calm under pressure and confident escalating issues

Events Officer — Supports the President and Secretary in planning and running events.

Key Responsibilities - Lead on event logistics, submit Event Proposal Forms and Risk Assessments, Coordinate volunteers, Gather feedback after events

What We're Looking For - Organised and proactive, Comfortable managing multiple tasks, Good with logistics

Social Media & Communications Officer — Manages the society's social media, promo materials, and public profile.

Key Responsibilities - Manage accounts in line with the branding guidelines, Design promotional materials, Coordinate with the SA to share content

What We're Looking For - Creative and design-confident, Familiar with social platforms

Secretary — Keeps the society organised through records, admin, and communications.

Key Responsibilities - Maintain agendas and minutes, Keep the MSL profile up to date, Keepend regular member communications

What We're Looking For - Excellent attention to detail, Reliable with deadlines and follow-ups

Treasurer — Manages the society's finances and funding.

Key Responsibilities - Track income and expenditure, ensure no spending without written approval

What We're Looking For - Numerically confident and detail-oriented, Comfortable with basic budgeting

The optional roles above coordinateare suggestions, not an exhaustive list. If you can think of another role that would suit your society, get in touch at engage@bpp.com.