



# **Know Your Role**

## **Vice President**

# What is a Student Group Vice-President?

Just because there's a Vice in your role doesn't mean you're not important!

You support the President and all the rest of the committee by stepping in when needed as well as supporting the president in planning and recruitment of members.

You should also ensure that you are ensuring that all the members feel valued as well as making sure that the group is running effectively and making sure that it is delivering fun, friendly and inclusive activity.

You are a Leader, not a dictator, so support your committee members.

# What are my responsibilities?

- As Vice -President you are responsible for the day to day running of the group.
- You must be able to recruit new members, plan activities, lead meetings and also ensure that the group is running smoothly
- You should also be thinking about the longevity of the group. Do you want it to close after you've finished your role, or do you want it to continue so others can enjoy the group too.
- You are a leader, and the best leaders support the other committee members to help deliver great activity.
- You should also be looking at other opportunities to help boost what's available to your members.
- You are also expected to step in when the President is unavailable.



# What behaviours are expected from me?

- As we have previously mentioned, you are expected to be a leader not a dictator
- You should be supportive of others, whether that is their ideas or just in general
- You are a role model, your members will look up to you for expected behaviours so ensure that you set a good example
- You should be present, but don't take too much on (or do too little) Delegate tasks to your committee, that's why they are there.





# What shouldn't I do?

- Shout, dictate or bully anyone. Just because you are the president it doesn't give you the power to behave in a negative manner
- Hog all of the responsibility. Make sure you delegate tasks and help support members.
- Do anything that breaches the Student Group Rules. This could lead to your placement in the position to come under pressure.

