

# YOUR ROLE – VICE PRESIDENT

THE STUDENTS'  
UNION  
AT UWE

To deal with all incoming communications & pass these on to the committee & | or members.

Responsible for ensuring participants have purchased membership.

Organise fundraising or sponsorship for your group.

Responsible for the production of the societies annual budget request.

To maintain accurate membership lists To keep members up-to-date about all society activities.

Publicise meetings.

Issue minutes of meetings & agendas to society members

Compile introductory material for new members

Arrange meetings and book rooms or venues

Be aware of key dates for your society throughout the year

Collect post from The Students' Union at UWE Sports & Activities Reception

Organise AGM

Adhere to the The Students' Union at UWE finance policy