

Group Organising Committee Roles

Each SWI group is different and will choose to run themselves differently. This means that each organising committee will also be unique to each group, with different people choosing to take on different tasks. Some groups have a flat organising committee where everyone shares things out as-and-when, but others prefer to have defined roles to help them make sure everything is covered. Below are some examples of roles that may help you run your local group.

This list is not exhaustive, and you can certainly mix-and-match roles, make up new ones, or use different titles in a way that suits you. Hopefully this provides some inspiration to help you find what works for your group!

Whilst there are lots of suggestions here, the only roles you really need to have covered in some capacity (if not named) are the President, Treasurer and Secretary. The rest are merely suggestions of other ways to spread the load out a little more if you would like.

President

The President is in overall charge of the group. She will have the final say in decision-making, chair committee meetings, and represent the group more widely.

Vice-President

The Vice-President is the second in command. Often, she also serves in this role for a set period of time before becoming President herself for the next term.

Treasurer

The Treasurer is responsible for the group's money and bank account. She will be in charge of paying bills (such as hall hire, demonstrators' expenses etc.) and all income, like collecting membership fees. She will also make sure that money is paid up to the Federation according to their annual schedule.

Secretary

The Secretary keeps the group's records. She will need to keep an up-to-date membership list (and work with the Treasurer to ensure you know who has paid up or not!), help register new members, keep up to date contact details for members, and remove members as needed. She should also communicate updates and meeting information to members and take notes of significant goings on. As this can be a busier role, some groups choose to split this up a bit with supplementary Secretary roles – see below.

Membership Secretary

The Membership Secretary would be responsible only for the membership records – that is the full contact details and membership number for all members, making sure your current membership list is up to date. This also needs to be communicated to the Federation and central office.

Group Advertiser

This role is a bit like your marketing guru. They might keep your Facebook page or other socials up to date, work on advertising the group in your local area to recruit new members, or generally spread the word about all the brilliant things you're getting up to.

Federation Rep

Depending on your area there may be a lot going on with your local Federation! The Federation Rep keeps in touch and acts as the go-between for your group.

