

Chair

1. Chairs all meetings of the SU Sport Executive Committee.
2. Works with Sport Officer to ensure the full and efficient functioning of the Executive Committee.
3. Works with the other SU Sport Executive Committee Members to ensure the smooth running of all areas within SU Sport.
4. Sits ex-officio on the SU Officer Review Panel.
5. Ensures a high standard of communication is held within the executive group.
6. Delivers general meetings in absence of the Sport Officer.
7. Assist Sport Officer with tasks related to the functioning of SU Sport (e.g. assisting with general meeting administration).

Treasurer 2x

1. Is a signatory for SU Sport and club expenditure, up to limits set by The SU.
2. Checks that club spending is in line with agreed income and expenditure
3. Checks and signs off finance forms within payment deadlines.
4. Ensures that all forms have been authorised correctly.
5. Chairs SU Sport Executive Committee meetings in absence of the Chair.

Events Coordinator 2x

1. Works with relevant stakeholders to organise major events run by SU Sport, primarily Snowball.
2. Plans event dates to suit the academic year and other events.
3. Ensures Snowball is delivered within budget and makes a minimum profit for SU Sport, set by the SU Sport budget.
4. Ensures that all Health and Safety requirements are in place.
5. Coordinates volunteers and ensure events run smoothly.
6. Publicises events alongside SU Marketing.
7. Reviews all events to improve processes and execution the following year.

Sports Volunteer Coordinator

1. Works with the University Sports Department and SU Club Development Officer to develop the Sports Volunteer Recognition Scheme (VRS).
2. Liaises with SU Sport club committees to ensure their volunteers apply for the Sports VRS.
3. Processes applications to the Sports VRS alongside SU staff.
4. Produces an annual report on the Sports VRS.
5. Highlights community and University-based volunteering opportunities to sports clubs.
6. Promotes successes of sports clubs & individuals in fundraising and/or volunteering.
7. Supports clubs in their development of volunteers.

Welfare Officer

1. Leads on campaigns related to mental health and welfare in sport.
2. Works with the Community Officer, Sport Officer and Inclusion Officer to develop and deliver training on welfare and mental health for sports members.
3. Supports club Welfare and Inclusivity officers with initiatives regarding mental health and welfare.
4. Attends SU Diversity and Support (D&S) Exec at least once per semester to liaise on emerging issues in mental health and welfare.
5. Is a neutral reporting point for students in sports clubs who wish to raise concerns about club/student/staff conduct.
6. Advocates for the Inclusivity Award (or equivalent scheme) and ensure clubs take part.
7. Supports clubs taking part in the Inclusivity Award who choose to focus on mental health and welfare.

Inclusion Officer

1. Develops an understanding of the disability sport landscape through liaising with external providers and University/SU-based groups such as Diversity and Support (D&S) groups.
2. Works with the Community Officer, Sport Officer, D&S groups and Exec Welfare Officer to develop and deliver training on Inclusivity for sports members.
3. Works with club Welfare and Inclusivity Officers and the University Sports Department to implement inclusive sport within their regular activity.
4. Organises an inclusive and/or disability sport event at least once per year.
5. Works with club committees to enter disabled athletes in sports competitions.
6. Attends SU Diversity and Support Exec at least once per semester to liaise on emerging issues.
7. Develops awareness of the underrepresented groups in sport and work with relevant stakeholders to improve representation.

Recreational Sport Coordinator

1. Works with SU staff and club committees to develop intramural programmes.
2. Works with SU Marketing, Media Officer and University Sports Department to publicise recreational sport.
3. Organises Inter-Halls Championships and/or other recreational sport events.
4. Works with SU Sport and University Sports Department on the delivery of external programmes.

Performance Sport Coordinator

1. Sits ex-officio on the athlete forum and/or a performance sport-based working group.
2. Liaises with and represents performance athletes in executive meetings.
3. Promotes 'Team of the Week' and 'Team of the Semester' and check the SU Sport Instagram to select winners.
4. Works with Sport Executive Media Officer and SU Marketing to ensure BUCS fixtures, match reports and scores are publicised to students.
5. Encourages increased engagement from the wider student body in BUCS home games and other student sports events.
6. Attends BUCS Nationals and/or Varsity in Sports Executive capacity.

Media Officer

1. Gathers reports and photos from all sports clubs at all levels of participation.
2. Liaises with student media and SU Marketing to ensure the publication of sporting achievements and events.
3. Promotes university sport via relevant channels (Facebook, Twitter, Instagram, email etc) and works to ensure clubs, individuals and volunteers get fair coverage.
4. Holds responsibility for the SU Sport Instagram page.
5. Ensures that the SU Sport Instagram page is active with content and 'club takeovers'.
6. Attends BUCS Nationals and/or Varsity in Sports Executive capacity.