# Duties of the Clubs and Societies Representative

* 1. Promote via publications, promotions and campaigns the existence of, and encourage participation in Clubs and Societies.
	2. Collaborate and liaise with relevant Clubs and Societies to help participate within the Association’s events and initiatives.
	3. Be an ex-officio member of all affiliated Clubs and Societies.
	4. Be a member of appropriate internal committees of the Association, including but not limited to:
		1. Grants Committee; and;
		2. Blues and Golds panel.
	5. Attend and support the Chair at monthly meetings of the Grants Panel, ensuring that all interested Clubs and Societies and the Association members are given the opportunity to apply for Association grants.
	6. Chair meetings of the Blues and Golds panel.
	7. Chair bi-annual meetings of the Affiliated Clubs Council ensuring all interested Clubs, Societies and all committee members are advised of meeting times, that the agenda is prepared and circulated beforehand and ensuring that the standing orders of the committee are adhered to.
	8. Maintain a good relationship with all affiliated Clubs and Societies, assisting them when required with issues pertinent to them or their members.
		1. Attend Annual General Meetings of Clubs and Societies, when possible and assist where needed.
	9. Where reasonable, attend different Clubs and Societies meetings weekly to be a point of contact to help them with any issues they may face, and provide support where applicable.
	10. Liaise and collaborate with the Recreation Manager to help create new recreation programmes as needed and demanded.
	11. Maintain a good working relationship with the Clubs Development Officer, meeting with them when relevant.
	12. Maintain a good working relationship with the Academic Representative and International Students’ Representative and to liaise when relevant regarding Academic and International focused clubs.
	13. Maintain a good working relationship with the Administrative Vice-President, proactively bringing issues relevant to Clubs and societies students to their attention and meeting with them on a weekly basis.
	14. Perform the general duties of all Executive Officers.
	15. Where practical, work not less than ten hours per week.