



Job Description:	RAUSU Social Secretary (x 2)
Term:	From 1st August 2018 – 31st July 2019. To include a handover period during the summer term of 2018
Line Manager:	RAUSU General Manager

This officer is an elected student representative.

As the elected RAUSU Officer you will:

- Be an Ambassador for the Royal Agricultural University Student Union (RAUSU), safeguarding its good name and values.
- Work closely with the other Trustees, General Manager and the RAUSU elected officers to support the effective management of the RAUSU.
- Ensure effective teamwork and good working practice within the RAUSU.

As a RAUSU Social Secretary you will:

- Working alongside the RAU Student Union Executive Officer oversee the organisation and smooth running of all social and non-sporting events. This will include all weekly activities as well as the major events such as Christmas Ball, May Ball etc.
- Working with the RAUSU Bookkeeper and the Board of Trustees to allocate a budget to all events and you will be responsible for ensuring the events are kept within their allocated budgets.
- Work with the RAUSU bookkeeper and the Board of Trustees to allocate all non-sporting clubs and societies their annual budget.
- Throughout the year, ensure that all non-sporting clubs and societies remain in their allocated budgets and that RAUSU funds are used appropriately.
- Actively promote all RAUSU social and non-sporting events via the RAUSU website and other social media channels.
- Provide a calendar of appropriate events prior to the start of each term which will provide a varied mix of social events to meet the needs and interests of a diverse student body.

- Encourage students to come forward with new ideas for social events and promote participation.
- Organise and promote non-alcohol related events and activities.
- Organise, oversee and be the main point of liaison for all RAUSU external social events, such as excursions to nightclubs or venues.
- Oversee the promotion and development of all non-sporting clubs and societies and ensure they remain in their allocated budgets.
- Provide student representation on RAU committees as required.

Please note that students who have been dealt with in accordance with the RAU Disciplinary Procedure are not eligible to stand for any elected position