

Organisation chart: **Example layout of an executive team**

The three executives of the student group – President, Treasurer and Secretary – are compulsory for every student group and are the authorised representatives, making up what we call the management or executive committee. Authorised representatives act on behalf of the student group when dealing with the University and are the main contacts who Student Engagement staff will communicate with.

You can also choose to have other positions in your student groups' leadership team to assist the executive committee with the operations of your student group. These roles may include a Co- or Vice-President, Marketing Coordinator, Events Coordinator, Sponsorships Coordinator, or Project Officers. These roles are optional. With these supporting roles, be realistic about what roles can be filled and what is necessary to have filled. Some years, you may have enough members so these optional roles are taken up but there may be times when your membership may be low and so the roles cannot be filled. Play around with additional roles depending on your groups' capacity and goals for the year!

If you do have additional roles, forming subcommittees where necessary not only helps relieve some of the work for the executives and general committee members, but will also build up your members' skills and experience so that they can take on executive roles in the future.

