

Society Vice President Role Profile

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Role Description

As Vice President your role is to support the President of your society to ensure the success and development of the group. If the President is unavailable, you'll also be expected to step up and replace them in meetings, training, or decision making as required. As Vice President you'll play a key role in keeping the society active, safe and welcoming. You'll support delivery behind the scenes while helping lead members and activities throughout the year. Overall, you are vital to the day to day running and future development of the society.

Responsibilities

1. You'll take responsibility for ensuring that any society equipment, materials, and kit is safely and securely stored and is maintained in an appropriate manner. You'll also have to collect anything that's been given out at the end of the year
2. You'll support and champion safeguarding and data protection for your members, referring any concerns into the relevant committee member, JMSU or LJM U as appropriate
3. As Vice President you'll organise and support taster sessions to welcome new members throughout the year, with a focus on the two weeks after freshers' fair and the time around refreshers' fair
4. You'll ensure all committee and members know how to access first aid during sessions and any accidents, incidents or complaints are reported to JMSU through the appropriate Incident Report Form

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Responsibilities (continued)

5. Support the President to coordinate the committee, ensuring members are fulfilling their roles effectively. You'll also stand in for the President if they are unavailable
6. You'll support the Social Secretary to ensure all social activities are run in accordance with JMSU and LJMU policies, procedures and expectations.
7. You'll need to be familiar with your code of conduct and committee procedures as well as the constitution, byelaws and regulations of JMSU and you'll be responsible for ensuring your society complies with these



Qualities & Skills

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Essential Qualities

What you'll bring with you: the foundations for success in the role

- Dependable and proactive - someone the society, committee and President can rely on to keep things running smoothly
- Supportive leader – you'll help maintain a positive, inclusive and welcoming society culture
- Organised and detail-focused – you'll coordinate equipment, safety processes and day-to-day tasks
- Clear communicator – you'll work well with committee members, existing members and new participants
- Calm under pressure – you'll be able to step in confidently when plans change or extra support is needed
- Team-oriented mindset – you're someone who collaborates well and helps others succeed in their roles
- Safety-conscious and responsible – you're passionate about promoting wellbeing and good practice across society activity
- Positive representative of the society, JMSU and the wider university community

Skills You'll Develop in the Role

What you'll grow and strengthen through the experience

- Leading sessions, events and society activity including tasters, recruitment and welcome opportunities
- Overseeing health & safety processes, safeguarding awareness and risk-conscious planning
- Coordinating equipment, kit and materials across a busy year
- Supporting and stepping into leadership roles during training, sessions and decision-making
- Working closely with the President to plan and deliver large-scale society activity such as Freshers' Fair and welcome sessions
- Building confidence in problem-solving and responding to unexpected situations
- Strengthening teamwork and collaboration across committee roles
- Developing organisational, communication and leadership skills through hands-on experience
- Supporting sustainable society growth through recruitment, retention and positive experiences



For more information contact us at JMSUSocieties@ljmu.ac.uk

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