

SG Chapters Roles & Responsibilities Elections 2021-2022

Positions and Responsibilities

Chapter President:

- Plan for the effective functioning of their Chapter Guild.
- Chair meetings of their Chapter Guild and Membership population.
- Attend and perform applicable duties on all other Standing Committees of the UTTSG and the UTT wherever appointed.
- Acts as an official signatory for and on behalf of their Chapter Guild.
- Present all reports and findings to the ESG President where applicable.
- Approve and present financial reports of their Chapter Guild to the Student Guild Finance Committee monthly.

Chapter Vice President:

- Assist their Chapter President in the execution of roles and responsibilities.
- Perform all roles and responsibilities of their Chapter President in the absence of their Chapter President or upon instruction.
- Acts as an official co-signatory for and on behalf of their Chapter Guild.
- Act as a liaison between Clubs or similar bodies of their Membership population and the Clubs Standing Committee and provide Committee reports to their Chapter President.
- Attend and perform applicable duties on all other Standing Committees of the UTTSG and the UTT wherever appointed.
- Provide other reports where deemed necessary by their Chapter President prepared by other Chapter Guild Officers of their Chapter, sitting on Standing Committees of the UTTSG, except where otherwise directed.

Chapter Guild Treasurer:

- Keep accurate and detailed records of all financial accounts, and assets of their Chapter Guild.
- Prepare quarterly reports on all their Chapter Guild accounts, assets and present such reports to the Student Guild Finance Committee or similar office as directed by the ESG.
- Prepare annual financial reports of Account Statements of their Chapter Guild accounts, and their Chapter Guild assets to the Student Guild Finance Committee or similar office as directed by the ESG.
- Act as an official signatory and co-signatory for and on behalf of their Chapter.
- Attend and perform applicable duties on any Standing Committees of the UTTSG and the UTT wherever appointed.
- Prepare and keep records of all official documents and correspondence of financial transactions of their Chapter Guild, that are in keeping of good accounting practices.
- Perform where necessary all other roles and responsibilities that may allow for the effective stewardship of funds and assets allocated to their Chapter Guild and various committees, clubs and or societies of their Membership population.

Chapter Guild Secretary:

- Attend where possible and record accurate minutes of all their Chapter Guild meetings to which invited. Delegation of duties to fulfil this role must be made by the Chapter Guild Secretary if absent.
- Provide timely copies of minutes to be officiated by meeting Chair, prior to commencement of next scheduled meeting.
- Prepare and keep records of all official documents and correspondence of their Chapter Guild, except where otherwise directed.
- Be informed of meetings of their Chapter Guild and UTTSG General Council and give notice of such meetings to their Chapter Guild and any other invitees of their Membership population. Notices includes important events, dates, deadlines and usual occurrences associated with their Chapter Guild.
- Attend and perform applicable duties on any other Standing Committees of the UTTSG and the UTT wherever appointed.
- Perform all other roles and responsibilities that are deemed appropriate for the effective functioning of clerical duties of their Chapter Guild.
- Prepare and present all necessary reports as it relates to queries and grievances of their Membership, Chapter Guild and any other necessary reports to their Chapter Vice President.

Chapter Public Relations Officer:

- Be the official liaison between their Chapter Guild and their Membership.
- Promote all activities of their Membership, the UTT and other UTT clubs, societies and groups to the Membership and general Public as Directed by their Chapter Guild and the ESG.
- Manage all communication portals of their Chapter Guild, keeping all communications in accordance with UTTSG and UTT policies.
- Promote to the Membership activities and concerns of the Public as directed by the ESG.
- Act as the Civil outreach and engagement officer of their Chapter Guild and fulfil such duties as required.
- Provide Event reports on all their Chapter Guild hosted Events, and any other reports as deemed necessary to their Chapter Vice President.

Chapter Guild Assistant Treasurer:

- Assist their Chapter Treasurer in the execution of all roles and responsibilities herein described.
- Perform all roles and Responsibilities of their Chapter Treasurer in the absence of their Chapter Treasurer or upon instruction.
- Provide Clerical assistance to their Chapter Treasurer.

Chapter Guild Assistant Secretary:

- Assist their Chapter Secretary in the execution of all roles and responsibilities.
- Perform all roles and Responsibilities of their Chapter Secretary in the absence of their Chapter Secretary or upon instruction from their Chapter Secretary.
- Provide Clerical assistance to their Chapter Secretary.

Chapter Guild Elected Representative: **B.Ed. & Sport**

- Plan for the effective representation of the specific group of their UTT Membership to which duly elected.
- Chair meetings of the specific group of their UTT Membership to which duly elected and provide meeting reports to their Chapter Vice President.
- Act as official liaison between their Chapter Guild and their UTT Membership to which duly elected.
- Prepare and present all necessary reports as it relates to queries and grievances of their UTT membership to which duly elected and any other necessary reports to their Chapter Vice President