

Central Societies Committee

Secretary's Role

The Central Societies Committee is the College Body responsible for the recognition and funding of University Student Societies. Its members are those registered students or staff members of the University who are either a Treasurer of a fully-recognised University Sodality or Association or who have been elected to the CSC Executive at the Committee's AGM. Officers of the CSC are bound by the Constitution, and both report and are responsible to the Committee and the Executive. Officers of the CSC work closely with the Committee's staff who administer the respective responsibilities and duties of each of the Officers.

Secretary's Role Description:

The Secretary of the CSC works in the context of the CSC Executive which operates on the principle of collective responsibility and according to policies and protocols laid down by the Executive itself or the Committee and the Constitution.

The Secretary:

oversees the preparation of agendas and minutes for meetings of the Committee and Executive, general correspondence of the Committee, the preparation of all CSC Publications, the keeping and archiving of the Committee's records;

ensures the on-going availability to all members of the Committee of an up-to-date copy of the Committee's Constitution and its Grants Policy Document through the CSC's website;

determines the degree of adherence of the reported activities of each University Society, as reflected within its Annual Activity Report, to the criteria for its activities as defined by its constitution, and on whether said Activity Report satisfies the obligations upon University Societies stipulated by the articles of the CSC Constitution and the duly enacted Policies of this Committee, which Activity Reports are submitted in accordance with the requirements of the CSC Constitution.

formulates recommendations to the Executive in respect of the provisional recognition of prospective University Societies, recommendations to the Committee in respect of the full recognition of provisional University Societies.

oversees the constitutional affairs of the Committee and of all University Societies.

chairs the meetings of the CSC Executive and of the Committee, in the absence of the Chairperson and the Honorary Treasurer, acting to ensure that all voices are heard;

represents the Committee on any national Student Society Organisation to which it may affiliate.

shall also bear those duties which the Committee or the Executive shall from time to time require of them, providing always that such duties are not inconsistent with this Constitution.

Commitment:

The CSC Executive meets weekly during teaching term. Grant applications and funding decisions make up the main part of the Executive's business in the first term and there is one day-long meeting during Michaelmas Reading Week dedicated to this business

The Committee usually meets three times during the year for which a report must be prepared detailing the Secretary's work during the period since the last Committee meeting.

Office meetings between the Officers and the Staff take place fortnightly, ensuring a clear understanding of work in progress and an ability to update Executive on the outcome of its decisions.

The Secretary must also attend such other meetings as required by the Executive on its behalf.

The Secretary works closely with CSC Staff Administrative Officer in exercising oversight of the CSC's administrative documentation and website.

The Secretary works closely with CSC Staff Strategic Development in exercising oversight of the reported activities of each University Society, and of the constitutional affairs of the Committee and of all University Societies.

The Secretary is also required to maintain an Office Hour each week during teaching term to meet with Society Committee Secretaries who may wish for advice on their role.

Time Requirement:

The Secretary of the CSC should expect to dedicate approx. 5/6 hours a week to CSC duties, averaged across the year. Time demands in Michaelmas Term are greater than those in Hilary Term. Meetings are the most time-consuming part of the role. Administration falls to the CSC's dedicated support staff.