**Student Group Manager**

The Student Group Manager is a key role on any voluntary Management Committee. The Manager must ensure that the group has full participation during meetings/events, that all relevant matters are explored and that effective decisions are made and carried out.

The role of a Manager is time consuming, with work between meetings, external representation of the organisation, and work with staff. Managing a large student-led organisation also requires diplomatic and leadership skills of a high level.

**Main Duties of the Manager**

To hold overall responsibilities for the operations, activities and financing of the student group.

To manage the Committee and Sub-Committee to fulfil the purpose of the group, maintaining high levels of equality and diversity at all times.

To ensure that the policies and procedures of the students’ union are adhered to at all times and in all activities.

To represent the group as it’s spokesperson on occasion, at Student Council or local forum meetings, for example.

To promote the mission and values of the students’ union at all times.

To lead the development of sustainable student-led organisations, through planning and organisation.