

Dividing Responsibilities

At Norwich Arts SU, we do not have specific Society Lead roles we want you to adopt. To us you are all Society Leads, and we leave it up to you to figure out a delegation of responsibilities that suits the needs of your society and you as people. However, we understand that figuring this out at first may be tricky, therefore we have put together this guide with some example structures for inspiration.

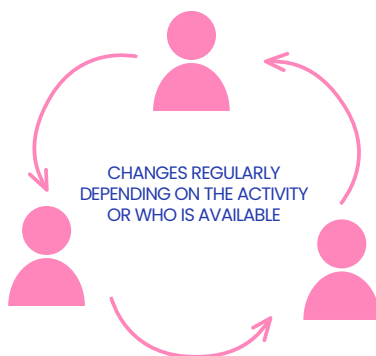
If figuring this out is something your society is struggling with, we encourage you to reach out and talk to us as we can help you with this.

Examples from other Societies

"I run the social media and set things up and the other society lead does the funding and risk assessment forms"



"At the start of each month we meet up and delegate different tasks evenly so that we all share responsibility"



"One person looks after engaging with members, one person looks after weekly meet ups and one person looks after additional things for the society"



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Below are all the things Society Leads do; please note that some of them may not apply to your Society. Print out this page, cut up the boxes and have a conversation with your team about how you divide the responsibilities. You may find that all of you are involved in some things, while one of you takes ownership of others.

risk assessments	funding forms	finding new leads to take over
monitoring groupchat/discord	making social media posts	posting social media posts
planning socials/one off events	planning core events (eg weekly meet ups)	local league/competitions
putting up/taking down poster	keeping in touch with the SU	tracking attendance
checking tickets during training/event	storing equipment/picking up equipment from the SU	reporting accidents and near misses
reach out to local venues/businesses about events	merch/kit	room bookings
running the event/workshop /training	gather feedback from members	ask SU to update the website