

Role	Available Positions	Overview	Key Responsibilities
<i>Co-President</i>	2 (apply together)	The president role will be split across two individuals to ensure the workload is manageable considering the additional pressures faced by neurodivergent students. Roles will include: acting as the face of the society, monitoring social media, communicating with the SU, managing the rest of the committee and sharing workload, mediating any difficulties that may arise.	• Communicate with the SU • Maintain oversight of the society • Collaborate with other committee members on key projects • Support the overall running of the society
<i>Vice President</i>	1	The Vice President will work closely with the co-presidents, supporting with the overall running of the society. This is an excellent opportunity to ease into being in a more senior role within the society/committee and taking on slightly more responsibility without being president.	• Work closely with the co-presidents to manage the running of the society and workload • Occasionally communicate with the SU • Support with projects across the committee
<i>Treasurer</i>	1	In charge of managing the society's funding, putting event payments on the SU website, managing budgets, and keeping finances in order. Working closely with the secretary and activities	• Keep track of the society's incoming and outgoing funds • Prepare a budget for the year

		coordinator around funding and organising events.	• Arrange payment for activities/equipment through the SU
Secretary	1	Assists presidents, organises travel to events where appropriate, work closely with activities coordinator to ensure all events are accessible, communicate with social venues. Book external venues and regular SU one(s). Does minutes & action points at committee meetings and uploads to OneDrive. Ensure all our social media accounts and OneDrive are up to date, organized and edit where necessary.	• Plan and minute committee meetings • Communicate with the SU around regular and ad hoc room bookings • Manage committee action tracker
Activities Coordinator	1	Ensuring that all events are accessible and cater for society members' needs; run, plan, and attend events; manage the buddy programme	• Plan activities throughout the year • Ensure activities are varied and accessible to all our members • Oversee the buddy program alongside other committee members
Welfare, Equality and Diversity Officer	1	The role of the welfare officer is to ensure that our members can	• Signpost members to appropriate

access the wellbeing support they need, and to support the welfare of members. This involves any welfare related events. The officer is also responsible for keeping our members updated about relevant welfare-related events that are running across the university. They are a point of contact for support and should be able to inform members of other/more specialist support/groups where appropriate. As social connections are an important part of welfare at university, the welfare officer leads the organizing of the society's buddy/family scheme. Working closely with the outreach officer on awareness and collaborative projects events and posts on social media must be accessible for all members, and this officer is responsible for responding to any concerns received surrounding accessibility. They must also ensure that all events and social media are safe spaces, with no bullying. Any communications necessary with the SU regarding

wellbeing/support services

- Work with other committee members to ensure the society is welcoming and accessible to all
- Mediate disagreements/issues as they arise (alongside co-presidents)

		EDI fall under the responsibility of this role.	
Outreach Officer	1	Responsible for making links with other societies and staff members, monitor our social media accounts, work closely with welfare officer on awareness and collaborative projects	• Make links with other organisations both inside and outside of the university • Form/maintain links with potential sponsors • Manage the BUNS email account
Campaigns Rep	1	The overall intention of this role is to improve the experience of neurodivergent students at UoB. Campaigns Reps will aim to fairly represent the needs and views of neurodiverse students and will therefore be responsible for gathering feedback from members to pass on and/or look to action. They will be responsible for lobbying the uni to make improvements, for example by arranging meetings to work with the appropriate staff members. As well as sharing responsibilities with the second Campaigns Rep, they will work closely with the Comms Rep as the role may involve making links with other societies, staff, and external	• Working closely with the outreach officer to plan and run campaigns to support neurodivergent students at university • Work with individual schools/departments on projects they are doing

		groups, as well as the Welfare Officer if the process of solving a welfare issue involves escalating beyond BUNS.	
<i>Social Media Rep</i>	2 (apply together or individually)	Create accessible and inclusive posts and upload them to our social media accounts on all upcoming events/collabs/questions/surveys /awareness weeks etc.. Ensure our social media accounts are up to date and take photos at socials and post them on our accounts. Be aware of all the awareness weeks/world days etc....relating to neurodiversity and tell the activities coordinator/welfare officers in advance to plan something for this. Reply to messages on social media.	• Regularly post on the BUNS social media accounts about upcoming and past activities • Respond to messages via social media and ensure the right people receive relevant messages • Create and post images
<i>Non-Portfolio Rep</i>	1	To be delegated various tasks/take on some responsibilities by communicate from the Presidents and/or committee member in question (if they're able to) when the member(s) are having a bad time. To communicate this to the SU (if the member(s) can't and are	• General 'helpful person' • Take on tasks that other committee members may not have the spoons for/do not feel able to do

happy for you to) so they are then
more able to assist committee.

- Flexibility to get involved with a range of projects and aspects of being on committee
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