



LWEMS Committee Role Descriptions 2026/2027

Nomination Period: Wednesday 8th April to Friday 17th April

Voting Period: Monday 20th April to Friday 24th April

Results Announced: Monday 27th April

Once you have decided upon the role(s) you wish to apply for, please access the following google form to upload your manifesto + details for voters.

[Nominate yourself for Leicester Wilderness & Emergency Medicine Society Committee 2026-2027 – Fill in form](#)

If you wish to have a manifesto uploaded on the LWEMS Instagram story, please tag @leicester.wems and notify James Redman using the following email: jr439@student.le.ac.uk so it can be uploaded during the voting period.

Any questions, please contact James Redman (jr439@student.le.ac.uk)

For the following roles, 1 year of committee experience is required:

Co-President (x2):

- Attend executive meetings
- Ensure growth and development of LWEMS according to the committee's vision
- Chair committee meetings and set agenda
- Design long and short-term action plans
- Ensure all committee positions are filled and understand their responsibilities
- Point of contact with SU/ LUSUMA
- Organise elections and role handover
- Encourage cross-society/ external organisation events
- Increase society contacts
- Assist in the planning and undertaking of events

Vice-President:

- Attend executive meetings
- Set deadlines for the committee and chase up
- Help chair committee meetings
- Create sign up forms for events
- Collate feedback from events
- Increase society contacts
- Assist in the planning and undertaking of events

Treasurer:

- Attend executive meetings
- Apply for funding for the society, from LUSUMA and sponsors
- Keep accounts up to date
- Deal with finance requests
- Secure previous or new sponsorship for events
- Coordinate purchase of committee uniform and member merch

Anyone can apply for the following:

Secretary:

- Attend executive meetings
- Coordinate committee meetings – before and after events
- Make room bookings
- Take and upload committee meeting minutes within 1 week of the meeting
- Keep an up to date list of all members, contacts and venues
- Respond to general society email enquiries

Events Officer (x4):

Events officer encompasses a wide array of responsibilities, previously we separated these at the election stage, however, this may be subject to change at the executive committee's discretion and events officers should be prepared to support each other for all events throughout the year.

General responsibilities:

- Planning of events throughout the year, including necessary SU forms (risk assessments, event notifications etc.)
- Creation of sign-up forms for volunteers and attendees
- Creation of certificates for attendees within 2 weeks of event taking place
- Liaise with treasurer, kit officer, communications, executive committee regarding publicity + funding of event
- Attend the events where possible and ensure they're run well on the day

Event examples:

- Intro event (e.g. intro walk, tiramisu movie night)
- Intro to Emergency Medicine 4x part teaching series
- Intro to Wilderness Medicine 4x part teaching series
- Weekend away (1x night, teaching/ sims/ competitions)
- Midlands Wild Trials
- National Wild Trials

Kit Officer:

- Reach out to companies and request sponsorship of equipment
- Coordinate completing an inventory of LWEMS kit at the start of the academic year with the help of committee + identify gaps
- Liaise with the treasurer if sponsors offer money

Communications Officer:

- Posts for new committee
- Publicise and document events of Instagram and LWEMS events chat on WhatsApp
- Production of event video/ photography
- Monitor social media inbox for collaborations with other societies

Socials Officer:

- Coordinate and plan at least 1 committee social within the year with the first being in the first month of the new academic year
- Plan socials for the society and advertise on LWEMS events
- Point of contact for complaints/ worries from committee members
- Point of contact for wellbeing support during scenarios

Year 1 Officer:

- LWEMS representative for year one
- Promote events for year one students
- Assist other committee members where required
- Recruited after fresher's fair in the incoming academic year

Roles for all committee members include attending fresher's fair, brainstorming for events and gaining contact for use for events.