

## Committee Positions

- President
- Vice-president / Secretary / Vice-President (Incorporating Secretary)
- Treasurer
- Media & Publicity Officer
- Memberships Officer
- Events & Logistics Officer

Position	Skills	Responsibilities
<p><b>President</b></p> <p>The President is the leader who oversees all of the activities within the society. The President will need to provide support, advice and guidance to the other committee members. Probably the most challenging role on the committee, you'll need experience of what the society does, and a strong belief in the aims of the society.</p>	<ul style="list-style-type: none"> <li>● Communication</li> <li>● Dedication   Commitment</li> <li>● People Management</li> <li>● Motivating Volunteers</li> <li>● Organisation</li> <li>● Delegation</li> </ul>	<ol style="list-style-type: none"> <li>1. To deal with all incoming communications and pass these on to the committee &amp;   or members.</li> <li>2. Responsible for ensuring all membership fees are collected.</li> <li>3. Arranging regular meetings of the society.</li> <li>4. Attending Society Committee Meetings and Events.</li> <li>5. Maintaining committee enthusiasm – if your not passionate, no-one else will be.</li> <li>6. Delegate activities.</li> <li>7. Manage external relations.</li> <li>8. Supervise members activities.</li> </ol>
<p>Vice-president/<b>Secretary</b>/Vice-President (Incorporating Secretary)</p> <p>This position is the backbone of the organisation of the society and ensures that things run smoothly. Emails need to be written, rooms need to be booked, competitions need to be entered and above all you need to communicate what's going on to your</p>	<ul style="list-style-type: none"> <li>● Communication</li> <li>● Organisation and time management</li> <li>● Good written skills [for minutes and emails]</li> </ul>	<ol style="list-style-type: none"> <li>1. Write minutes and agreements</li> <li>2. Attending Society Committee Meetings and Events.</li> <li>3. Maintain the Calendar of Events (Google Calendar).</li> </ol>

members so they stay interested and stay involved.		
<p><b>Treasurer</b></p> <p>Being a treasurer isn't just about handling money, it means knowing how your finances stand at any one time; and planning accordingly. This post holder must work closely with all other committee members to ensure that all plans come to fruition.</p>	<ul style="list-style-type: none"> <li>● Well organised</li> <li>● Numerical competence</li> <li>● Communication</li> <li>● Trustworthy</li> </ul>	<ol style="list-style-type: none"> <li>1. Attending Society Committee Meetings and Events.</li> <li>2. Responsible for ensuring all membership fees are collected.</li> <li>3. Approves budgets</li> <li>4. Manages money and sponsorships</li> </ol>
<p><b>Media &amp; Publicity Officer</b></p> <p>Every society needs publicity – from dinners to hoodies to fundraisers to tour. It's a great way to recruit members, network with other activities, organise a huge and exciting event and generally create a buzz around the society.</p>	<ul style="list-style-type: none"> <li>● Good Written Skills</li> <li>● Ability to navigate Facebook and Twitter!</li> </ul>	<ol style="list-style-type: none"> <li>1. Advertise Meetings and Events</li> <li>2. Take Photos for the Website/Social Media</li> <li>3. Post list of the day's anniversaries on social media</li> <li>4. Create events (Facebook, society web page)</li> <li>5. Manage polls</li> </ol>
<p><b>Memberships Officer</b></p> <p>The most important for a society must be its members.</p>	<ul style="list-style-type: none"> <li>● Good Written Skills</li> <li>● Ability to navigate Facebook and Twitter!</li> </ul>	<ol style="list-style-type: none"> <li>1. Remember birthdays and congratulate members via social media/email.</li> <li>2. Be aware of key dates for members throughout the year (participation in conferences, posters, etcetera).</li> </ol>
<p><b>Events &amp; Logistics Officer</b></p>	<ol style="list-style-type: none"> <li>1. Good Speaking Skills</li> <li>2. Creative</li> <li>3. Proactive</li> </ol>	<ol style="list-style-type: none"> <li>1. Gestionate permissions and budget for events.</li> <li>2. Responsible for ensuring the condition for event places (decoration, viability, etcetera).</li> <li>3. Report any accidents to the Secretary immediately.</li> </ol>