

## **A4 Executive Position Description Guidelines**

All executives must:

- Hold a Handover Meeting with the incoming executive to discuss the role and any the systems or outstanding issues introduced or encountered during the year/period.
- Provides progress updates and reports to the society's executive committee to ensure accountability and responsibility.
- Liaise regularly with ActivateUTS regarding aspects of your role where relevant as outlined in this handbook.
- Read the [ActivateUTS Social Clubs Handbook](#), and be aware of the ActivateUTS Clubs and Programs Code of Conduct. These are available on your club or societies [Google Drive](#) and can be requested by contacting the ActivateHQ Infodesk.
- Read and be familiar with the existing Club or Society Constitution.

### **President**

- Should oversee the leadership and governance considerations to activities and annual administration activities of the club or society. Work with other members of the Executive to achieve the aims of the Executive in order to benefit the membership overall.
- Is accountable and responsible to the Club or Society membership and to ActivateUTS.
- Act as Chairperson at all meetings (Ordinary Committee, Events, Special and Annual General Meetings), and present a President's Report outlining the events of the year at the Club's Annual General Meeting.

### **Vice President**

- Assist the President in leadership and governance considerations to activities. Work with other members of the Executive to achieve the aims of the Executive in order to benefit the membership overall.
- Is accountable and responsible to the Club or Society membership and to ActivateUTS.
- Also help the President preside over (chair, in absence of the President) Ordinary Committee Meetings, Events, Special and Annual General Meeting (AGM, SGM).

### Secretary

- Provide administrative support to the activities of the Club or Society.
- Call meetings within defined timeframes, prepare agendas, take minutes and present relevant documentation at all Ordinary Committee, Event, Special and AGMs.
- Notify all executives and members of, upcoming club AGM or any Special Meetings where Executive Elections are being held, at least fourteen days in advance, where possible, via email. This must include the agenda and proposed options and/or resolutions.
- Keep a register of all club correspondence inwards and outwards.
- Liaise with the Treasurer to keep an updated list of club membership, accurate records or club activities and events, and ensure that the Club remains registered/affiliated with ActivateUTS.
- Notify all members of proposed changes to the Constitution and provide copies of amended Constitutions to [clubs@activateuts.com.au](mailto:clubs@activateuts.com.au).
- Work with other members of the Executive to achieve the aims of the Executive in order to benefit the membership overall.
- Is accountable and responsible to the Club or Society membership and to ActivateUTS.

### Treasurer

- To keep and maintain all club financial records, including petty cash, cheque books and receipt books.
- Collect monthly bank statements, receipts, dockets, invoices and anything else that will validate the income and expenses of the club and scan to a Google Docs club folder.
- Prepare all necessary financial documentation required for Re-affiliation, due on the first Monday in December.
- Managing, budgeting and accounting for the finances of the Club or Society.
- Ensure sufficient documentation is provided to support or substantiate the release of Club or Society funds.
- Have a thorough understanding of the procedures for applying for Clubs and Societies Funding and provide advice to the executive based on this.
- Be a current cheque signatory to the Club or Society bank account.
- Use and issue receipts on collection of money from an individual or entity.
- Use Cash Collection forms if you are collecting "gold coin donations" for an event or charity collection, if it is not possible to issue a receipt to each person.
- Source other Supporting Income Documents to ensure there is a Remittance Advice for other money received (e.g. sponsorship).
- Record Sponsorship Arrangements and corresponding documents.
- Control populations and maintain a record of events tickets, merchandise such as Hoodies and T-Shirts, and other physical items.
- Present the Income & Expenditure Statement and the Bank Reconciliation at the Club's Annual General Meeting. This is called the Treasurer's Report. The Income & Expenditure statement should be adopted by the Club's Committee as a true record prior to that years' Annual General Meeting.

## Society Directors

### Overarching responsibilities of Directors

- Lead their portfolio/topic by organising and delivering relevant events and tasks related to their portfolio/topic
- Manage and select committee members to assist in their portfolio in a fair manner.
- Have the responsibility of working with the rest of the executive team to run, organise, promote, and maintain the club in its entirety.
- Report on their activities to the executive committee and the society at the clubs' Annual General Meeting

### Events Director

- Responsible for the organization and scheduling of events for the society
- Identifies and manages event operational and logistical requirements
- Drives the coordination of services and delivery of event aspects
- Collaborate with other executive with regards to events requirements, objectives, budget, and event progress
- Liaise with other executives with regards to the planning and promotion of events
- Coordinate with the relevant stakeholders to ensure the event space is suitable and booked.

### Communications/Marketing Director

- Oversee the marketing of the society's events and objectives
- Be responsible for the creation of the promotional material for the society
- Coordinate with the relevant stakeholders to identify and develop the best methods of promotion
- Expand the societies membership and event reach.
- Develop and Implement brand and marketing strategy.
- Be aware of and adhere to ActivateUTS and/or UTS brand guidelines and policies

### Careers Director

- Responsible for developing and maintaining relationships with external organisations, industry professionals and relevant UTS Faculties and/ or Departments relating to events or initiatives run through this portfolio.
- Where necessary, liaise with Faculty, industry or other relevant groups to create and execute careers focussed events to the betterment of the society and its members, including but not limited to:
  - Workshops for personal and/or professional development
  - Industry/guest speakers
  - Networking Events
- Regularly update and/or inform students of careers-related events and job/ internship opportunities related to the objectives and interests of the society.

### **Sponsorship Director**

- Identify and develop sponsorship goals for the society in collaboration with other executives
- Creates and foster positive relationships with relevant industry stakeholders.
- Effectively engages with industry personnel to obtain:
  - Industry/guest speakers
  - Sponsorships and promotions
  - Workshops for personal and/or professional development
- Furthers the society's purpose and goals by liaising with relevant UTS faculty/department members, relevant third parties and/or other clubs and societies.

### **Social Justice Director**

- Engage with related social justice organisations and charities to ensure that the society maintains an active role in supporting the wider community
- Plan and lead volunteer opportunities in the local and wider community
- Collaborate with ActivateUTS, other clubs and societies or other relevant parties to coordinate social justice initiatives, events and awareness both on and off campus.
- Work with other executives in the planning, promotion and execution of these activities.

### **Other Positions**

- Other executive positions may be created if the club requires, this must be reflected in the constitution prior.
- Some examples are Public Relations Officer, First Year Representative and Sports Director