



Afrinspire Student Society Positions 2011/2012

The Committee

All committee members are expected to make all reasonable efforts to committee meetings – there should be 4 of these a term. They are also expected to attend Afrinspire Student Society events wherever possible; there are likely to be between 4 and 6 of these per term, each lasting no more than a few hours.

President

- Oversee all areas of the running and coordination of the student society.
- Responsible for liaising with Ian about all major decisions.
- Act as chair of all the meetings of the society.
- Take ultimate responsibility for the society's actions and events.
- Act as the main representative to all student external bodies – e.g. the Societies Syndicate.
- Skills Needed: leadership and management skills along with good organisation, problem-solving skills, and preferably experience of Afrinspire's work.

Secretary

- Take minutes at meetings and circulate these *within two days* following the meeting;
- Update the task list and distribute this alongside the meeting's minutes.
- Act as a point of contact for general (member) enquires: aim to deal with each *within 3 days*.
- Maintain records of the society's membership including contact details for all the members.
- Responsibility for contacting society members and helping publicise events when required.
- Skills Needed: good organisation and presentation, reliability, management, accuracy.

Treasurer

- Be responsible for all of the society's money
- Collect membership fees, event fees and pay all bills.
- Keep a record of all financial transactions in an appropriate, easily understandable manner.
- Liase with all team members to devise budgets for events and training.
- Write a short *termly financial report* and an *annual financial report*.
- Liase with the **Senior Treasurer** where necessary, and a minimum of annually.
- Skills Needed: good organisation, like managing money, capable of working independently.

Fundraising

- Organise at least 4 fundraising events across the year.
- To consider other ways to raise funds from the university – e.g. through may balls/ JCRs.
- Organise appropriate publicity for these events, in conjunction with the secretary.
- Liase with the volunteer Co-ordinator to draw up appropriate volunteer rotas.
- Liase with the treasurer to secure funds for fundraising efforts if appropriate.
- Skills Needed: Good presentation, organisation and communication skills.

Talks

- Organise at least 4 presentation/educational events across the year.
- Organise appropriate publicity for these events, in conjunction with the secretary.
- Liase with the volunteer Co-ordinator to draw up appropriate volunteer rotas.
- Liase with the treasurer to secure funds for the event if appropriate.
- Skills Needed: Good presentation, organisation and communication skills.

Volunteer Co-ordinator

- Publicise for volunteers, and draw up rotas for volunteers to assist with the events etc.
- Liase with Ian to organise training so that volunteers can present case studies.
- Organise publicity and team meetings for the summer trip with Ian.
- Gain feedback from those attending the events so that we can make improvements.
- Attend as many external events as possible such as the International Development Course.
- Gain feedback from volunteers so that we can make improvements for the future.
- Skills Needed: good organisation, communication and management skills.