

ELSOC

EXECUTIVE ROLES AND RESPONSIBILITIES

2023





PRESIDENT

- To chair all Executive, General and Annual General Meetings (held during the calendar year) of ELSOC.
- To oversee and coordinate ELSOC's activities and administration.
- To ensure that all other tasks necessary for running activities are performed properly, either by doing or delegating them.
- To have a thorough knowledge of the Constitution.
- To plan the year's activities.
- To act as the official spokesperson for ELSOC.
- To liaise with the Arc and other University departments where necessary.
- To ensure that ELSOC is re-affiliated with Arc, by completing and returning the Arc's re-affiliation material.
- To ensure the Treasurer submits a Financial Report to the AGM and the Arc and that ELSOC's finances are in good order in preparation for Spot Audits by Arc.
- To ensure that the Arc is informed of changes to the Executive.



VICE PRESIDENT

- To assist the President in their tasks, and assume their responsibilities in the short term if the President is unable to carry them out.
- To have a thorough knowledge of the Constitution.
- To ensure that the executive performs their duties as laid down by this Constitution.
- To acquaint each committee member with their function, responsibility and duties, and to maintain personal contact with them. To ensure that emails are sent via the School Office to all members.
- Responsible for the day-to-day running of the office, ensuring open office hours are defined and maintained, ensuring office access is granted to the Executive.

SECRETARY



- To organise meetings, agendas (in consultation with the President), and minutes.
- To keep and maintain all financial records, relevant club papers, and Google Drive in order.
- To maintain and review policies & procedures of the Club, including its Grievance Resolution Policy & Procedure
- To keep ELSOC informed of its financial position (via meetings, emails, or similar).
- To carry out financial transactions as directed by the Executive.
- To ensure that ELSOC's funds are not misused at any time and not lend money under any circumstances to themselves, other members, or other societies/clubs.
- To always ensure that financial records are up to date and in good order so that if they are otherwise unable to continue in this capacity someone else can easily take over.
- To not put the society into unrecoverable debt; they should endeavour to match costs and income as closely as possible.
- To always insist on a receipt/tax invoice to validate any expenditure by ELSOC.
- To pay all accounts by Direct Debit, and to always enter the payee's name and an explanation of the payment in the description field.
- To always provide invoices/receipts for the people, institutions, or companies that donate to ELSOC.
- To ensure that there are at least two (2) and no more than three (3) signatories from the Executive to the cheque account; typically President, Vice President, and Secretary.
- To submit a Financial Report to the AGM and Arc and
- To ensure that ELSOC's finances are in good order in preparation for Spot Audits by Arc.



HUMAN RESOURCES EXECUTIVE

- To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- To have a thorough knowledge of the ELSOC constitution. • To coordinate elections; and
- To maintain the membership list, updating when changes are made.
- To hold executive and committee members accountable for delegated tasks.
- To receive complaints and grievances relating to ELSOC.
- To investigate grievances (where necessary) and resolve grievances in line with the Grievance Resolution Policy .
- To coordinate the activities and administration of ELSOC relating to the Human Resources Portfolio.
- To understand and communicate information regarding ELSOC Human Resources activities between the Executive and Committee.



ACADEMIC EXECUTIVE

- To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- To have a thorough knowledge of the ELSOC constitution.
- To coordinate the activities and administration of ELSOC relating to the Academic and Workshop Portfolio.
- To facilitate student's learning through the development of academic events
- To maintain ELSOC free tutoring.
- To liaise with the school's Alumni Committee concerning academic events they may wish to hold.
- To be in charge of textbook borrowing and maintaining the ELSOC notes and folder.
- To understand and communicate information regarding ELSOC Academic and Workshop activities between the Executive and Committee.

INDUSTRY EXECUTIVE



- To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- To have a thorough knowledge of the ELSOC constitution.
- To facilitate the liaison with industry contacts and non-university engineering societies, e.g. IEAust, IET, IEEE.
- To facilitate the organisation of sponsorships and donations from industry organisations.
- To facilitate the maintenance of the industry database.
- To coordinate the activities and administration relating to the Industry portfolio.
- To understand and communicate information regarding ELSOC Industry activities between the Executive and Committee.

PUBLIC RELATIONS EXECUTIVE



- To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- To have a thorough knowledge of the ELSOC constitution.
- To coordinate the activities and administration of the Club relating to the Marketing and Publications Portfolio.
- To understand and communicate information regarding ELSOC social media and website management between the Executive and Committee.
- To understand and communicate information regarding ELSOC Marketing and Publications activities between the Executive and Committee.



SOCIALS EXECUTIVE

- To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- To have a thorough knowledge of the ELSOC constitution.
- To coordinate the activities and administration of the Club relating to the Events Portfolio.
- To ensure that where relevant, Workshops and Socials Directors liaise with the School of Electrical Engineering & Telecommunications Workshop prior to ELSOC events where required.
- To be aware of the Arc funding system, its requirements and its possibilities for ELSOC.
- To communicate with the Executive before and after each Arc General Meeting to pass on pertinent information.
- To liaise with the Arc and the Executive.
- To have a working knowledge of Arc forms and claiming requirements.
- To clear out ELSOC's pigeon hole at the Arc Resource Centre at least every two weeks.
- To have a working knowledge of Arc forms and claiming requirements.
- To attend Arc Clubs General Meetings or nominate another Executive member to attend on their behalf; or else send apologies in advance in the form of a written note with their name, ELSOC and meeting date.
- To understand and communicate information regarding ELSOC Events activities between the Executive and Committee.

CREATIVES EXECUTIVE



- To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- To have a thorough knowledge of the ELSOC constitution.
- To coordinate the activities and administration of the Club relating to the Media Portfolio.
- To understand and communicate information regarding ELSOC social media between the Executive and Committee.
- To understand and communicate information regarding ELSOC Media activities between the Executive and Committee.
- To organise the design, purchase, storage, and sale of ELSOC merchandise.
- To at all times keep a thorough and accurate record of stock levels.
- To keep records of income gained from the sale of merchandise.
- To set prices of merchandise in consultation with the Executive.

WORKSHOPS EXECUTIVE



- To attend scheduled meetings with the Executive team and engage in making decisions regarding society activities.
- To have a thorough knowledge of the ELSOC constitution.
- To coordinate the activities and administration of the Club relating to the Workshops Portfolio.
- To organise, prepare and delegate tasks that are required for any workshop.
- To communicate with the Treasurer about workshop-related expenses.
- To organise workshops that supplement the learning experience of students.
- To appropriately manage resources provisioned for the operating of workshops.
- To ensure that where relevant, Workshops Directors liaise with the School of Electrical Engineering & Telecommunications Workshop prior to ELSOC events.
- To have a thorough knowledge of the ELSOC constitution.
- To organise workshops that supplement students' learning experience.
- To appropriately manage resources provisioned for the operating of workshops.
- To liaise with other societies, the School of Electrical Engineering and Telecommunications or external partners where relevant, while organising workshops