

SCOPE COMMITTEE: Roles

PRESIDENT

The President is responsible for the overall management and representation of the chapter. This includes in particular the following duties:

- Set up and lead regular chapter committee meetings
- Ensure all chapter officers fulfil their roles and responsibilities and that chapter activities are in accordance with its by-laws
- Represent the chapter to other organisations, chapters and general audiences
- Coordinate the submission of grant proposals and reports within given deadlines
- Act as a point of contact for chapter members with regard to issues and suggestions

VICE-PRESIDENT

The Vice-president is responsible for supporting the duties of the President and covering them in his/her absence, especially the ones related to the visibility of the chapter, such as hosting events and acting as a contact for chapter members or external organisations.

Additionally, the Vice-president has the following responsibilities:

- Coordinate the chapter's career development activities, including finding appropriate contacts (if applicable), procuring required resources and venues and costing the events
- Coordinate the Journal Club, including arranging the speaker list, room booking and refreshments.

SECRETARY

The Secretary is responsible for making and preserving a record of all proceedings of the chapter committee meetings, and helps to ensure the chapter remains in good standing with funding bodies. This includes in particular the following duties:

- Take minutes of all committee meetings and disseminate them to committee members
- Keep an updated list of relevant deadlines, to be made available to all committee members, and provide advance warning on organisation issues to the President / Vice-President, if needed
- Maintain chapter records, including up-to-date membership lists and mailing list
- As agreed with the President, provide input or lead on administrative issues affecting the chapter regarding its status and standing

TREASURER

The Treasurer is responsible for general financial oversight and control of the available chapter funds. This includes in particular the following duties:

- Keep an updated written record of chapter income and expenses
- Provide the main point of contact for funding bodies on any budget-related issue
- Track and ensure the good reception of awarded grants
- Stay in touch with the chapter academic advisor (Dr Thorsten Ackemann) regarding the status of the chapter account

OFFICER FOR COMPANY VISITS

The Chapter Officer for Company Visits is responsible for the full planning and organisation of company visits. This notably includes the following duties:

- Contact relevant companies, plan the transport and organization of the visits and cost the events

- Manage all main contacts with the companies and represent the chapter in a professional manner
- Advertise the event in coordination with the Media Officer, manage attendees enrolment and ensure good running of the tours from start to finish for all attendees
- Write the funding requests and reports for the events, and investigate possible new funding sources, in coordination with the committee

OFFICER FOR OUTREACH

The Chapter Officer for Outreach is responsible for the planning, organisation and management of outreach events (typically at least 2 big events per year: Glasgow Science Festival in June and Exploration at the end of September). This includes the following duties:

- Coordinate the planning of the activities, including the preparation of materials, logistics and transport to the venue, recruitment of volunteers and their training for the respective activities
- Manage all main contacts related to the event and represent the chapter in a professional manner and within given deadlines
- Advertise the events to the chapter members and wider community in coordination with the Media Officer,
- Act as a point of contact for other outreach representatives within the university, and communicate to the rest of the Committee new outreach possibilities,

OFFICER FOR SOCIAL ACTIVITIES

The Officer for Social Events has the following responsibilities:

- Coordinate the organization of several social events per year, including the preparation of activities, procurement of resources as well as venues and recruitment of volunteers, if needed
- Organise at least one major recruitment event for the chapter per year
- Propose new social events (such as pub/quiz night, active/board games, hiking trips, Secret Santa, etc.) to the committee
- Write funding applications and reports related to the chapter's social events

OFFICER FOR MEDIA

The Media Officer is responsible for representing the chapter online through the chapter website and Facebook page. This includes in particular the following duties:

- Keep the chapter website & Facebook page up-to-date and advertise any upcoming events via these media (in coordination with the committee members responsible for the event organization)
- Propose improvements to the website & Facebook page to the committee and, if approved, carry them out
- Upload media files from events onto the website & Facebook page (pictures, videos, etc.) to keep chapter members informed about the chapter activities