SPACED Committee Positions 2005

President

- Convenor of all general, special and committee meetings
- Responsible for sending emails to members
- Responsible for ensuring all administrative tasks run smoothly
- Responsible for ensuring that all office bearers carry out the duties of their positions, and assigning help where required
- Responsible for compilation of press releases, including President’s report in newsletter and website
- Compiles president’s report for AGM and committee meetings (if required)
- Primary spokesperson for SPACED

Executive Officer

- To assist the president in the running of the society by sharing the execution of all administrative duties described in the functions of the president
- To take charge of all official SPACED activities (eg. meetings, social activities, fundraising events) in the case of the president’s absence
- Primary individual responsible for liaising with the physics community, both externally and internally. Duties include attending meetings of the state AIP branch, physics department, ASSA, and generally liaising with these bodies, and others (i.e. other universities, physics-related businesses, national AIP branch, international bodies, etc)
- To liase with the Clubs Association on behalf of SPACED, to attend all necessary CA meetings, to provide a written report of CA business at SPACED meetings (or to nominate a party to act in their stead). SPACED equivalent to Clubs Association Delegate
- To act as the liaison officer between SPACED and university clubs/societies affiliated with SPACED, attend their committee meetings (if invited) and report back to the SPACED committee on all relevant matters.

Treasurer

- Responsible for keeping an accurate account of the financial situation of the society at all times
- Responsible for obtaining and keeping all financial records (receipts, bank statements, etc), and filing them in an orderly, manageable fashion
- Administration of the funds located in both the bank account and petty cash, to ensure there are always sufficient moneys in both sources for any given event
- Compilation of financial/treasurers report at every committee meeting and treasurers report at AGM (important as this must be forwarded to the Clubs Association)
Secretary

- Records the proceeds of every SPACED meeting (committee, sub-committee, special, and AGM) or to nominate an appropriate, competent substitute to do so
- To ensure that the minutes of meetings are true and accurate, are passed onto the president to be circulated amongst the committee, and are stored (hard copy) in the SPACED filing cabinet
- To liaise with the president and other committee members to ensure all correspondence and paper work is appropriately dealt with, circulated to the necessary parties, and filed properly.

Social Secretary*

- Primary committee member responsible for the organisation of all SPACED events of a social nature (e.g. pubcrawls, BBQ’s video nights)
- Responsible for organising and administrating teams to carry out events
- NOT responsible for solely running every event, can nominate individuals to run and organise specific events
- Liaise with treasurer to determine budget for social activities
- Responsible for chairing committee who’s function is to outline social events for the whole year

Fundraising Co-ordinator*

- To ensure that SPACED receives a steady flow of income to match and increase upon expenditures
- To seek out and manage sponsorship from business and other organisations
- To organise and run fundraising events, and delegate responsibilities to teams established to run events (e.g. sausage sizzles)
- To liaise with president and CA delegate to write CA grant proposals
- To liaise with webmaster and newsletter editor to place advertisements on website and in newsletter
- To seek out parties interested in advertising with SPACED
- To seek donations (e.g. from AIP, physics department)

1st, 2nd and 3rd (Honours?) Year Representatives

- To pass on all official SPACED communication to all physics courses in all year levels
- To liaise with faculty members responsible for co-ordinating specific year level activities
• To pass on any feedback from all physics courses to committee

Webmaster*

• To be the primary person responsible for the upkeep of the SPACED website, and to co-opt assistants from the committee and general member body as seen fit
• To pass feedback about the website on to the committee
• To liaise with the executive and the Newsletter Editor to ensure all appropriate content is to be found on the website, and that new material can be added appropriately
• To maintain links with other websites linked to the SPACED site, and to liaise with other webmasters

Newsletter Editor*

• To oversee, edit and publish all official SPACED publications, newsletters and web-releases
• To liaise with the president to ensure a (monthly?) newsletter is mailed to all members, and hard copies are stored in clubroom
• To receive and edit all submissions to newsletters, and liaise with the committee about specific content
• To liaise with the webmaster to ensure all newsletters and publications are accessible via the website
• May receive budget from committee to use for publications
• Possibly liaise with Fundraising Co-ordinator to feature advertisements in newsletters

Notes

*Can convene subcommittee (and chair it)