



## **2021 AGM Committee Member Specifications**

### **President:**

The responsibility of the president is to ensure the smooth running of the society. The skills required by the president include great leadership skills good team management and the ability to delegate tasks effectively. These are key skills in ensuring the proper running of the committee. The President must have a clear vision for the society in order for it to grow and develop as it has done over the past few years. They must be ready to dedicate a lot of time and hard work for the society and must be able to shoulder the responsibilities that come along with the role. Continuous engagement with the students and the committee is also integral in ensuring member satisfaction and the proper running of events. It is not an easy task, but it is one worth undertaking. Additionally, they are responsible for liaising with the SU if and when required.

### **Vice-President:**

The role of the Vice-President is to work alongside the President in ensuring the smooth running of the society. Despite having less overall responsibility over the society, in essence, the roles of the President and the Vice-President are effectively the same i.e., delegating tasks to other committee members, ensuring deadlines are met and following up on the running of events etc.

### **Treasurer:**

The primary responsibilities of the Treasurer are to manage the financial accounts of the society. It is their responsibility to monitor the inflow and outflow of the society's finances and to step in when deciding how to spend it in order to benefit the society as a whole.

### **Secretary:**

Good time management and excellent writing ability are crucial administrative skills as a secretary. The Secretary will be responsible for writing and replying to emails from students, doctors, companies and/or other professionals across the U.K. Additionally, organising and managing the logistics of committee member meetings and as well as public events will also be expected of them.

### **Social and Events officer (2):**

The social and events officers, are the people in control of the society's Instagram page. This will include producing content to engage students e.g., quick revision resources, and advertise the society to people across the world. You will also be responsible for organising and creating events in collaboration with the rest of the committee.

### **IT Officer:**

The IT Officer is responsible for organising and running the website and any other technology the society may use for events or engagement such as the Instagram, link tree etc. They are responsible to actively finding innovative ways to make the society look great and run smoothly online for members and external guests.

### **Phase 1 Representatives (2):**

The Phase 1 representatives are the primary engagers with students from Phase 1. They are the voices the year 1/2 students and are responsible in the production and execution of social and professional events and activities on campus!

### **Phase 2 Representatives (3):**

The Phase 2 representatives are the primary engagers with students from Phase 2. They are the voices the year 3/4 students and are responsible in the production and execution of social and professional events and activities for these students!

### **Crewe Representatives (2):**

The Crewe 1 representatives are the primary engagers with students from Crewe. They are the voices the Crewe students and are responsible in the production and execution of social and professional events and activities on Crewe campus!