

Involve Student Committee Roles

Chairperson

- To chair all Committee meetings
- To compile the agenda
- To liaise regularly with Involve staff on behalf of the Committee
- To set dates of meetings

Secretary

- To take minutes of Committee meetings
- To distribute minutes amongst members
- To distribute the meeting agenda
- To give members notice of Committee meetings

Treasurer

- To handle and account for Involve Committee funds
- Pay out funds upon approval of Chairperson and Committee
- Produce a report, detailing the cash balance to the committee at the end of each academic term

Events Officer

- Organise Involve socials (liaise with Demon media to promote these)
- Assist the organisation of the annual celebration evening
- Assist the organisation of the Freshers Fair and similar awareness raising events

Media Officer

- To raise awareness of Involve through printed or electronic media
- To write articles and edit the Involve newsletter
- To develop the Involve website on Students' Union pages
- To liaise with Demon media to communicate latest news/events

Student led project Officer

- To introduce new projects which will provide new volunteering opportunities for students
- To find support for these new project ideas from Involve committee and volunteers
- To liaise with Involve staff for updates of potential new projects

General Volunteer X2

- Provide support to other committee members