



CAMBRIDGE UNIVERSITY SCIENTIFIC SOCIETY

Roles for the 2021-2022 SciSoc Executive Committee

Co-Presidents

Oversee the success of Cambridge University's largest science society!

- Responsible for overseeing the entire Society and Executive Committee.
- Responsible for inviting speakers, hosting them and chairing their talks.
- Organise the three key events of the Society: Garden Party, Annual Internship Event and Annual Founders' Dinner.
- Lead the Society in new directions, by creating new events, partnerships, engagement platforms etc.

Secretary

Ensure the overall smooth running of the Society!

- Responsible for organising agendas, taking minutes and following up actions from committee meetings.
- Responsible for ensuring a smooth handover between committees including the important documents for the Society.
- Responds to all enquiries to the Society email.
- Act as the liaison to various departments in the University, including the booking of event venues.

Treasurer

Manage the finances of the Society!

- Responsible for the bank account and loose cash of the Society.
- Responsible for the payment of all Society expenses and reimbursements as necessary.
- Look after the membership registry and ensure that membership fees are collected.
- Plan the annual budget and compile financial reports.
- This role requires basic knowledge of Excel.

Directors for Publicity

An exciting and creative role to influence the Society's image!

- Responsible for all forms of advertising for the Society including term cards and event posters.
- Responsible for all social media platforms of the Society including Facebook, Twitter, Instagram and LinkedIn.
- Come up with new ideas to promote the Society.

Directors for Events

Organise events for the largest science society of the University!

- Organise social events for the Society throughout the year, including pub socials, quiz nights, formal swaps etc.
- Assist the Presidents to organise the three key events of the Society: Garden Party, Annual Internship Event and Annual Founders' Dinner.
- Assist the Presidents to come up with new and exciting events for the Society.

Directors for Logistics

Support the smooth running of all talks and events!

- Support the smooth running of all talks and events by ensuring the timely provision of food, drinks and any necessary materials.
- Responsible for the procurement of Committee stash and various miscellaneous items required by the Society.

Director for Sponsorship

Raise funds through external sponsors to support the Society!

- Main liaison person with current sponsors.
- Actively seek new sponsors throughout the year.

Director for Technical Affairs

Webmaster and IT specialist for the Society!

- Maintain and update the Society's website.
- Responsible for managing online stream platforms and uploading talk recordings onto the Society's YouTube channel.
- This role requires some basic web design and video editing skills.