

UNE GEOSCIENCE SOCIETY



EXECUTIVE MEMBERS POSITION DESCRIPTIONS

1.1. The President shall:

- Plan the Club's activities in consultation with the Executive.
- Liaise with the Executive and any Committees formed by the Club.
- Ensure an adequate handover, including any documents and materials, to the following Executive.
- Delegate executive members to manage social media accounts

1.2. The Treasurer shall:

- Maintain the Club's finances in accordance with the UNE Club Rules & Regulations
- Present to the Annual General Meeting of the Club, a report detailing the financial activity and status of the Club.
- Ensure an adequate handover, including any documents and materials, to the following Executive.

1.3. The Secretary shall:

- Conduct the correspondence of the Club.
- Book meeting rooms for the Club.
- Keep minutes of the proceedings of all Club meetings.
- Maintain the records and documents of the Club.
- Maintain a list of current Members of the Club.
- Deputise for the President.

1.4. The first year liaison shall:

- Liaise with and represent first year students, and undertake management of the club as assigned by the executive committee.

1.5. The undergraduate liaison shall:

- Liaise with and represent undergraduate students, and undertake management of the club as assigned by the executive committee.

1.6. The postgraduate liaison shall.

- Liaise with and represent postgraduate students, and undertake management of the club as assigned by the executive committee.

1.7. The online student representatives shall.

- Liaise with and represent online students, and undertake management of the club as assigned by the executive committee.

1.8. AusIMM liaison

- Liaise with AusIMM to organize jointly managed events, represent AusIMM within the UNE Geoscience Society and inform the UNE Geoscience Society membership of AusIMM events.