

Roles and Responsibilities

President

Main Responsibilities:

- Identifying the strategic vision of the society, generating new leads and ideas, and directing the focus of the society.
- Implementing said strategic vision, through delegation to relevant positions (Activities Officer/Treasurer etc) and supervision and assistance in all roles.
- Keeping the society running smoothly, and motivating other committee members.
- Heavily involved in writing up official sponsorship proposals at the **beginning and continually** throughout the year.

Required Skills:

- ☑ **Determination, dedication and commitment** to the role.
- ☑ **Strong Written communication** skills. Expect frequent contact with sponsors from the industry which will require strong professional skills.
- ☑ **Verbal communication skills** are vital when communicating to sponsors and speaking at events.
- ☑ **Public speaking** skills. You will be required to speak in front of large crowds many times.
- ☑ **Teamwork skills** are necessary when managing different (and potentially clashing) personalities in your committee.

Vice President

Main Responsibilities:

- Works closely and assists the president in all their responsibilities.
- Must exhibit similar qualities, as they must be prepared to step into the president's role in times of peak periods.
- Ensure that the logistics of information within the committee are smooth and adaptable.

Required Skills:

- ☑ **Strong Communication Skills** and the ability to present in front of large crowds.
- ☑ **Excellent Teamwork Skills** and leadership skills.
- ☑ **Determination, dedication and commitment** to the role.

Treasurer

Main Responsibilities:

- Financial responsibilities.
- Budgeting, approving transactions, preparing financial results.
- Liaison with sponsors as far as financial transactions are concerned (EFT, etc.)

Required skills:

- Good communication skills** must be reflected when contacting sponsor representatives regarding financial transactions.
- Precise accounting skills** will be required in ensuring accuracy between the cash book and bank balance.

Secretary

Main Responsibilities:

- Preparation of Meeting Minutes
- Internal Administration (including but not limited to organising ASS meetings and meeting agendas).
- Liaison between ASS, University/Faculty, and the Student Union.

Required skills:

- Good writing skills** are vital in dictating information whilst retaining its content.
- Must be highly organised in structuring meetings using agenda based on priorities.
- Ability to **meet deadlines**

Education Officer

Main Responsibilities:

- Distribute information regarding exemptions, exams etc to members of the society.
- Responsible for the publication of the Vision booklet

Required skills:

- Good writing skills** – ensuring quality articles are written for Vision.
- Creative drive** secures a unique publication.

Activities Officer

Main Responsibilities:

- Responsible for organisation and implementation of all ASS events throughout the year
- Securing Venue Management and Catering arrangements

Required skills:

- Good organisational skills** must be exhibited on arranging events for the society's activities calendar.
- Ability to **approach suppliers**

Sponsorship Officer

Main Responsibilities:

- Responsible for acquiring and keeping new and existing sponsors
- Contact point for all sponsors

Required skills:

- Good writing skills** must be reflected when writing e-mails to sponsors (official sponsorship proposal not written by this officer).
- VERY STRONG communication skills** – expect frequent phone calls to sponsors (partners, managers)
- Strong persuasion skills** – able to sell the face of the society

2nd and 3rd Year Representatives

Main Responsibilities:

- Liaison and contact point between society and student cohort
- Represents the interests of student body
- Relays information about events and activities with the ASS

Required skills:

- Strong communication skills** – providing students in their year levels with accurate information
- Ability to **speak in front of a large crowd**



Actuarial Students' Society
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Senior Advisor Role (For next year's Honours Students only)

Main Responsibilities:

- Includes Honours Representative duties
- Highly preferable to have been on the committee in the previous year.
- Understanding the mechanics of the society and provide advice to the committee

Required skills:

- Good communication skills**
- Be able to deliver helpful **advice** to committee