

CUCNY Trust 2015-16 Committee Positions Description

President

The President is the figurehead and representative of the committee and oversees and directs all operations of the organisation. He organises meetings, mediates debates, motivates team members and allocates tasks to appropriate committee members. He oversees and manages the activities of the Ents, Logistics, Publicity, and Sponsorship Teams, working together with the rest of the Executive Committee when relevant. Furthermore, the President formulates and implements strategies aimed at the improvement of the efficiency and effectiveness of the society. He looks after all operations affiliated with CUCNY, including the CNY Casino Riviera, and liaises and maintains relations with the CNYTrust Trustees.

Vice Presidents (Entertainments and Logistics)

The Vice Presidents advise and help the President and other committee members in making decisions, as well as communicating decisions between the President and appropriate committee members, therefore coordinating the work between members to ensure tasks are fulfilled efficiently. The Vice Presidents each oversee the activities of a particular section of the committee in more detail than the President, with the Ents Vice President leading the Ents team, and the Logistics Vice President leading the Logistics Team.

Secretary

Along with the President, Vice Presidents and Treasurer, he makes up the Executive Committee. His roles include:

1. Taking minutes in committee meetings and writing to-do lists along with the President for committee members
2. Assisting the President in coordinating the Executive and General Committees, being particularly in charge of the publicity team. While ticketing is a shared responsibility of the whole committee, he would be in charge of the general administrative ticketing affairs.
3. Keeping records of all documents as required

Treasurer

The responsibility of a Treasurer in general is to give feedback and advice to committee members of the account situation at any time. He keeps records of the society accounts and works closely with all officers to ensure appropriate use of funds. He is responsible for budgetary projections and works to minimise operational costs. He looks after money coming in and out of the account, in particular working with the Secretary and President on payments for the Ball. He will also work with and help direct the Sponsorship Officers on the society's sponsorship drive.

Logistics Officers

The Logistics Officers work under the Logistics Vice President have a wide variety of tasks related to the running of CNY events, in particular the Charity Run and CNY Ball. Tasks include:

1. Investigating possible venues for the Ball and the after-party, hiring out the venue
2. Handling paperwork such as legal documents required for serving food/ beverages, health and safety measures and communication with the City Council
3. Organisation of any logistics at events, including setting the course of the Run
4. Catering at the Ball, including food, drink and cutlery hire. Hiring and delivery of items, such as furniture and sound and lighting, for the Ball

Entertainments Officers

The Ents Officers work under the Ents Vice President, and are responsible for the planning and organisation of the entertainment and performances at the Ball. The officers will be working together closely from planning to the final production, and tasks involved will include:

1. Setting the theme of the Ball and making proposals for performance items
2. Performer and host recruitment, holding auditions as required, and organising rehearsals prior to the event
3. All aspects of the performance on the night, including running order, timing, stage directions, filming and display of text and images (including subtitles) as required. Sound and lighting for each performance
4. Organisation of the entertainment of guests both before and after the performance
5. Selection and purchase of decorations

Publicity Officers

The job of the Publicity Officers is to make the good cause of CUCNY known to every single person in Cambridge and beyond. This is done through a number of means:

1. Design, printing and distribution of publicity material, including flyers, posters, brochures and programmes
2. Organisation of CUCNY stand at Fresher's Fair
3. Writing of emails to the CUCNY mailing list
4. Updating and maintaining the CUCNY website and publicising CUCNY through social media, such as Facebook, Renren and WeChat
5. Publicising and marketing all the events to be held by the society, and liaising with other relevant societies.

Sponsorship Officers

The primary role of the Sponsorship Officers is to find sponsorship for the CUCNY, a very challenging yet rewarding job. He has to reach out to a vast array of companies and organisations, introduce CUCNY to them and hope for a contribution of some sort. The might involve producing a sponsorship brochure and materials in conjunction with the Publicity Officers. Once sponsorship has been obtained, he is also responsible for maintaining contact with the sponsors to keep them updated on the CUCNY's activities and progress.