



## Chair

- Chairing the executive committee meetings;
- Attending and supporting executive committee meetings;
- Representing students and ICAEW at key events This may include speaking at ICAEW public events, careerfairs and university visits;
- Hosting student events (opening the event, welcoming students and guest speakers, presenting guest speakers etc.



## Vice Chair

- Act as the next in line to Chair of the committee and taking on the role of Chair should he/she be unavailable;
- Being an active ambassador for the committee and the ICAEW This may include speaking at ICAEW public events, career fairs and university visits;
- Advisory role to the Chair on strategy of the committee.



## Marketing Director

- Responsibility for hands on interaction within social media (LinkedIn Facebook, Instagram, Twitter);
- Monitor social activity find out what works, tweak and improve communications, tactics, campaigns etc;
- Respond to student queries posted online providing objective advice to current and potential students;
- Encourage dialogue via social media channels.



## Sponsorship Director

- Responsibility of sponsorships for each and every event
- Active communication with sponsors and in charge to respond to interests of sponsorship and communicate these with the board.



## Events Organisers

- Creating and maintaining an annual events calendar;
- Managing the event budget;
- Researching and securing a suitable venue or location including obtaining contacts when appropriate.



## Education Officer

- Creating events in relation to education;
- Helping all ACA students with any queries in relation to the ACA;
- Advisory for future and current students in relation to the ACA training.



## Sports Director

- Responsible for sports events throughout the year (i.e. futsal, summer beach volley, etc);
- In charge of teams and tournaments (and prizes);
- Active communication with director of sponsorship for sponsorships of these kind of events.



## Treasurer

- Ensure the committee runs smoothly and efficiently;
- Monitor sponsorships and overall budget of the society;
- In charge of society's financials.



## Secretary

- Ensure the committee runs smoothly and efficiently;
- Organise dates, timings and agenda for quarterly student committee meetings;
- Book meeting rooms, write minutes and communicate updates to other committee members.