

Churchill Hall Association Committee

Job Descriptions (Approved 6th Dec 2018)

In addition to job-specific responsibilities, Officers are also responsible for the roles, as listed below, of general committee members

Chair: Responsible for

- Ensuring that CHAC complies with its Terms of Reference, pursuing its Purposes and Functions as defined in that document
- Planning and chairing CHAC meetings; setting Agendas; and ensuring that accurate Minutes are kept
- Participating actively in the formulation of the strategic direction and overall policies of CHAC
- Ensuring that CHAC functions efficiently, that its members are motivated to fulfil their roles, and that decisions are implemented
- Leading the recruitment of new members of CHAC so as to ensure its on-going viability
- Representing CHA and CHAC as appropriate

Secretary: Responsible for

- Preparing Agendas for CHAC meetings; and drafting the Minutes thereof
- Communicating with CHAC members, University staff and external parties as necessary

Treasurer: Responsible for

- Safe-guarding the financial resources of CHAC; setting up and maintaining bank accounts
- Recommending and implementing agreed financial policies
- Presenting budgets and accounting statements to meetings of CHAC

Communications Officer: Responsible for

- Preparation of an annual Newsletter to all members of CHA
- Such other member-focussed communications of a 'traditional' kind as are appropriate
- And, in conjunction with

Web Developer: Responsible for

- Establishing and maintaining a web-site, and appropriate social media presence (Facebook etc), aimed at all members of CHA

Events Officer: Responsible for

- Planning and organising the annual Dinner
- Planning and organising, together with other Hall Associations, other Alumni Weekend events
- Planning and organising such other events as are agreed by CHAC to be desirable

Members: Responsible for

- Attending meetings of CHAC insofar as is possible
- Contributing actively to discussion at meetings, and assisting with the implementation of decisions
- Participating enthusiastically in the agreed work and activities of CHAC