



UQ Football Society Role Descriptions as at 12th Jan. 2021

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Part Two: Responsibilities of All Executive

- 2.0 Being an executive member of the UQF is a great opportunity for you to gain experience and meet new people while having fun. However, all executives are subject to certain responsibilities and duties, which are:
 - i. Adhering to schedules/deadlines,
 - ii. Reading meeting agenda and preparing thoughts/ideas on contents,
 - iii. Having materials ready for meetings,
 - iv. Regularly attending meetings or, if unable, preparing ideas/materials relating to their responsibilities to be discussed by attendees,
 - v. Bringing issues to the attention of the T3,

Part Three: Responsibilities of the President

- 3.0 General organising of all aspects of the club,
- 3.1 Directing Executive Committee and holding the club/its members accountable,
- 3.2 Strategically planning of executive directives,
- 3.3 First point of contact for Executive Committee Members,
- 3.4 Being the formal representative of the club,
- 3.5 Continuing as a returning officer until the incoming Executive Committee takes office.

Part Four: Responsibilities of the Secretary

- 4.0 Setting & organising meetings,
- 4.1 First point of contact for general members,
- 4.2 Emailing and contacting general members with updates, important information, event details, and sending out newsletters,
- 4.3 Minute-taking, and correspondence with the union,
- 4.4 Ensuring constitution & code of conduct are being adhered to,
- 4.5 Continuing as a returning officer until the incoming Executive Committee takes office.

Part Five: Responsibilities of the Treasurer

- 5.0 Keeping accounts & ledger up to date,
- 5.1 Organising bank account and financial institutions,
- 5.2 Ensuring liquidity/solvency,
- 5.3 Executing/approving sponsorship contracts,
- 5.4 Providing financial advice regarding expenditures & revenues,
- 5.5 Organising payments, reimbursements and refunds,
- 5.6 Financial planning for events,
- 5.7 Continuing as a returning officer until the incoming Executive Committee takes office.

Part Six: Responsibilities of the VP of Social Media

- 6.0 Running the Facebook and Instagram pages,
- 6.1 Regular posting on social media sites,
- 6.2 Organising/assigning graphics creation for posts,
- 6.3 Proactively marketing the society,
- 6.4 Making a marketing plan with milestones regarding engagement, reach, reactions, likes,
- 6.5 Generating ideas to drive engagement & growth,
- 6.6 Making a posting schedule and planning posts for each event (including timeline).

Part Seven: Responsibilities of the VP of Events

- 7.0 Generating ideas & organising events,
- 7.1 Making detailed plan for events (run-down, timeline etc.),
- 7.2 Liaising closely with VP Logistics to get materials ready for events (e.g. posters, equipment, graphics, sign-up sheets, advertisements)
- 7.3 Making and organising rosters for events,
- 7.4 Organising/assigning graphics creation for events and liaising with VP of Socials for creative cohesion.
- 7.5 Finalise event plan, roster, graphics, posters, etc. at least 7 days before event,
- 7.6 Organising marketing strategy for events.

Part Eight: Responsibilities of the VP of Diversity

- 8.0 Generating ideas to drive diverse participation/membership,
- 8.1 Working with VP Social Media to drive engagement and create posts for diversity through social media,
- 8.2 Integrating diversity-focused events/parts of events,

Part Nine: Responsibilities of the VP of International

- 9.0 Generating ideas to drive international participation/membership
- 9.1 Liaising with international societies,
- 9.2 Working with VP Social Media to drive engagement and create posts for international students through social media.

Part Ten: Responsibilities of the VP of Logistics

- 10.0 Organising equipment for events and other requirements,
- 10.1 Liaising closely with VP Events to organise the smooth running of events,

- 10.2 Filling out forms required by the UQU,
- 10.3 Adhering to legal requirements (e.g. COVID-Safe posters, attendance registers, UQU requirements),
- 10.4 Assisting VP Events in their duties.

Part Eleven: Responsibilities of the Sponsorship Officer

- 11.0 Creating a sponsorship document,
- 11.1 Updating the sponsorship document regularly,
- 11.2 Creating sponsorship tiers and inclusions within,
- 11.3 Liaising/Negotiating with Sponsors and organising yearly contracts.

Part Twelve: Responsibilities of the Media Officer

- 12.0 Creating graphics, posters, and other media,
- 12.1 Editing photos & videos,
- 12.2 Organising photography at events,
- 12.3 Assisting VP Social Media with their responsibilities.

Part Thirteen: Responsibilities of General Officers

- 13.0 Assisting by volunteering/supporting at events,
- 13.1 Completing general duties and tasks assigned by the executive committee,
- 13.2 Completing any delegated tasks assigned by the executive committee across all portfolios.