

ACM DBIT STUDENT CHAPTER

Core Team Roles and Responsibilities

CHAIRPERSON

The chapter Chairperson has the overall responsibility for developing chapter programs, for ensuring that plans and assignments are carried out, and for seeing that the chapter fulfills its obligations to the Association. The Chairperson should be familiar with the policies and procedures of the Association, with the chapter's bylaws, and with the duties of all the other chapter officers and committee chairpersons.

Other Responsibilities:

1. Coordinating membership procedures and fee with Treasurer;
2. Communicating with the Headquarters and updating information about the committee and the Chapter memberships with them;
3. Updating information and reports about the Chapter events with the Headquarters;

VICE CHAIRPERSON

The chapter Vice Chairperson should be prepared to assume the office of Chairperson or temporarily act in that position at any time. The Vice Chairperson should be familiar with the duties and responsibilities of the Chairperson, and of the other elected officers and committee chairpersons.

The Vice Chairperson can be an integral component of the chapter's operation. In most cases, the Vice Chairperson is responsible for overseeing the activities and progress of the various committee and chapter programs.

TREASURER

The chapter's financial management and operation are of great importance to the Association. The chapter Treasurer is responsible for the fiscal operation and reporting of the chapter, and of all committees and programs established by the chapter.

The ongoing responsibilities of the chapter treasurer include:

1. Maintaining all chapter financial records;
2. Filing mandatory annual financial report with headquarters;
3. Supplying appropriate budget report to the executive board of the chapter;
4. Reporting financial status to chapter;

SECRETARY

The ongoing responsibilities of the Chapter Secretary include:

1. Sending agenda to board members for executive board meetings and recording the minutes of such meetings;
2. Handling all chapter correspondence on a timely basis;
3. Maintaining chapter files for historical purposes;
4. Coordinate with the Administrative Heads in preparing the reports of every event organized by the Chapter.

ASST. SECRETARY

The Assistant Secretary should be prepared to assume the position of the Secretary or temporarily act in that position at any time. The Assistant Secretary should be familiar with the duties and responsibilities of the Secretary.

The Assistant Secretary has the responsibility to assist the Secretary in any tasks or responsibilities and also perform the tasks delegated by the Secretary.

TECHNICAL HEAD

The Technical Head has the overall responsibility for all the technical aspects of the chapter. The Technical Head will manage the Technical Team, guide and train them in their tasks while coordinating their work with them. The Technical Head also has the responsibility of updating the official website of the ACM Student Chapter.

Additional responsibility of the Technical Head would be providing technical assistance and support like installations and other technical setup for all technical events. The Technical Head would also be playing a key role during Teknack in the Game Development part.

Eligibility: He/She should be technically sound and experienced with various technologies and tools.

ASST. TECHNICAL HEAD

The Assistant Technical Head should be prepared to assume the position of the Technical Head or temporarily act in that position at any time. The Assistant Technical Head should be familiar with the duties and responsibilities of the Technical Head.

The Assistant Technical Head has the responsibility to assist the Technical Head in any tasks or responsibilities and also perform the tasks delegated by the Technical Head. The Assistant Technical Head as instructed by the Technical Head would also have the responsibility of updating the official website of the ACM Student Chapter and also would be providing technical assistance and support like installations and other technical setup for all technical events.

Eligibility: He/She should be technically sound and experienced with various technologies and tools.

DESIGN HEAD

The Design Head has the overall responsibility for all the design work of the chapter. The Design Head will manage the Design Team, guide and train them in their tasks while coordinating their work with them. The Design Head along with the Design Team prepares all the design contents like posters, social media posts, stories, videos, etc.

Eligibility: He/She should be creative with art works and designing. Should be familiar with design softwares and tools.

ASST. DESIGN HEAD

The Assistant Design Head should be prepared to assume the position of the Design Head or temporarily act in that position at any time. The Assistant Design Head should be familiar with the duties and responsibilities of the Design Head.

The Assistant Design Head has the responsibility to assist the Design Head in any tasks or responsibilities and also perform the tasks delegated by the Design Head.

Eligibility: He/She should be creative with art works and designing. Should be familiar with design softwares and tools.

PUBLICITY HEAD

The Publicity Head would be responsible for the publicity and marketing of all events of the Chapter. The Publicity Head has to come up with the best suitable strategy and ideas for publicizing the events and attracting maximum participants. He/She would be responsible for sharing all the event related information and messages on various channels including WhatsApp groups.

ASST. PUBLICITY HEAD

The Assistant Publicity Head should be prepared to assume the position of the Publicity Head or temporarily act in that position at any time. The Assistant Publicity Head should be familiar with the duties and responsibilities of the Publicity Head.

The Assistant Publicity Head has the responsibility to assist the Publicity Head in any tasks or responsibilities and also perform the tasks delegated by the Publicity Head.

ADMINISTRATION HEAD

The Administration Head would be responsible for keeping records of all the events, writing and maintaining all the documentation. The Administrative Head has the responsibility to maintain the event details, the event reports and report all the documents to the Faculty Incharge.

ASST. ADMINISTRATION HEAD

The Assistant Administration Head should be prepared to assume the position of the Administration Head or temporarily act in that position at any time. The Assistant Administration Head should be familiar with the duties and responsibilities of the Administration Head .

The Assistant Administration Head has the responsibility to assist the Administration Head in any tasks or responsibilities and also perform the tasks delegated by the Administration Head .

SOCIAL MEDIA HEAD

The Social Media Head would be responsible for handling the social media handles of the Chapter. The Social Media Head has the responsibility to make the social media presence of the Chapter at its best and increase the reach of the chapter handles and perform the best practices to enable the handles to have the maximum reach.

ASST. SOCIAL MEDIA HEAD

The Assistant Social Media Head should be prepared to assume the position of the Social Media Head or temporarily act in that position at any time. The Assistant Social Media Head should be familiar with the duties and responsibilities of the Social Media Head.

The Assistant Social Media Head has the responsibility to assist the Social Media Head in any tasks or responsibilities and also perform the tasks delegated by the Social Media Head.