

# ROLES OF THE WORKING TEAM

## Events

The Events Committee is responsible for the creation, planning and execution of all the activities hosted by the student chapter.

As an Events Team Member, you will be the prima facie for all the events. These events will cater to all the students in MUJ and will be impactful at a PAN India Level.

You will be responsible for bringing up new event ideas to the chapter and ensuring the smooth execution of these activities.

## Curations

- Being one of the most integral positions, the primary role of a Curations Team Member is to get sponsorships for different events and to invite speakers whenever needed.
- He/She also has to fulfill the sponsorship deliverables and coordinate with the Marketing, social media and Graphic Design Teams in order to do so, making the role a key position.
- At the end of a successful tenure, a Curations Team Member boasts a refined LinkedIn network and a versatile web of corporate connections and professionals across various domains all across the country.
- As a Curations Team Member, one is expected to have decent communication skills.
- During an offline event, the Team Member will have to display strong social and hospitality skills while attending to the guest/mentor/delegate.
- The Curations Team acts as the point of contact between MUJ ACM Student Chapter and the guest/speaker/sponsor.

## Marketing

- The marketing team is responsible for the successful communication of the know-hows of the event to the audience in such a way that one is enthralled about participating and making the best out of the event.
- As a marketing team member, you also need to find creative ways to market the event in order to boost the registrations
- Influence among your peers and good connections among your community would also be of use
- The team needs to approach chapters and communities outside our university to expand the reach of events. This includes enjoyable trips to other colleges in order to increase the outreach participation.
- As a marketing team member, you have the opportunity to design and execute marketing campaigns to express the chapter's vision and to boost the participation which otherwise is a very high-risk task when you run marketing campaigns for a brand/MNC.

## Content

The Content Team is responsible for setting agendas and related topics for events to ensure maximum engagement with the people.

- Flexible Ideation.
- Strong verbal and written communication skills is a must.
- The content team is required to provide content for the chapter's event banners, social media platforms etc.
- The team should be able to deliver engaging content.

The content team is also responsible for managing the reports of the chapter.

## Logistics

- The Logistics Team is responsible for catering to all of our events' ground requirements.
- Ensure timely arrival of all physical equipment at the venue.
- In case of a delay, they are expected to have a backup plan ready to switch to.
- The Logistics Team should be familiar with the basic necessities of equipment for events and the cost of the same.
- The Logistics Team should also be familiar with getting all the necessary permissions required in the events.
- At the end of a successful tenure, The Logistics Team also enjoy good connections with the authorities around the Hostel.

## Graphic Design

The Graphic Design team get to work with the best people in design on campus. You will enjoy the freedom to design content that goes on a national level and do brand work for the brands that the chapter collaborates with.

- A Graphic Design Team Member should hone basic creative skills.
- Should know how to make posters, social media creatives, vector graphics, etc.
- Should have basic working knowledge of Adobe Photoshop, Illustrator and/or other similar tools.

The GD team is primarily responsible for:-

- Posters of Events
- Certificate Designs
- Social Media Templates

## Finance and Registrations(F&R)

The Finance and Registrations Team is expected to take care of registrations for MUJ ACM S-Chap and all its events as well as manage finances for our events.

Working in coordination with the Head of F&R, the F&R team also has a responsibility to take care of any discrepancies that arise during registrations or settling finances.

## Media

The media team has the primary job of making an event reach a maximum number of people in the least possible time through their skills in videography and video editing.

- The Media team should have a basic idea of the type of content that works on social media platforms and the sizing constraints for posts on them.
- should have a creative touch to his/her/their work.
- Should be familiar with making Videos for Carousel Posts, short videos for Instagram Reels and Instagram Stories.

## Social Media

The primary task of a social media team is to maintain and express the chapter's vision through Instagram, LinkedIn, Facebook, and YouTube. Since these platforms have a nationwide audience, a deep understanding of the varied crowd and the diverse content would also help.

- The social media Team, one should have a basic idea about social media platforms and the sizing constraints for posts on them.
- The Social Media Head should also have a creative touch to their work.
- One should also have a basic level skillset to make the above-mentioned posts.
- The social media Team also does the brand work for MNCs/Brands that collaborate with the chapter in numerous events.

## Crafts

As being a part of the Crafts team, you get to showcase your artsy side and be creative. This team is important for the craft and designing work of each event.

This team should successfully portray the event in the best way through art and crafts. The role of this team is to help in decors of the marketing table and also the event planning poster decoration etc.

As a Crafts Team member you are given an opportunity to outlet your crafts skills and help make the chapters events more attractive.

## First Year Coordinator

The First Year Coordinator is responsible for overseeing the first-year teams and their activities. The coordinator will work closely with the Team Heads and the Core Committee to ensure that all teams are functioning smoothly, and all tasks are being completed accordingly.

As a First Year Coordinator you are expected to: -

- Oversee team members and their activities student activities throughout the first year
- Work closely with all teams and manage any problems that arise
- Act as a point of contact between the team members and the Core Committee as well as the Team Heads
- Be versatile as they get the chance to work with all teams
- Be detail oriented, with strong organizational skill

As a First Year Coordinator you shall represent ACM in the first year and thus are expected to display excellent leadership skills, including public speaking and interpersonal skills building good relationships with your peers.

