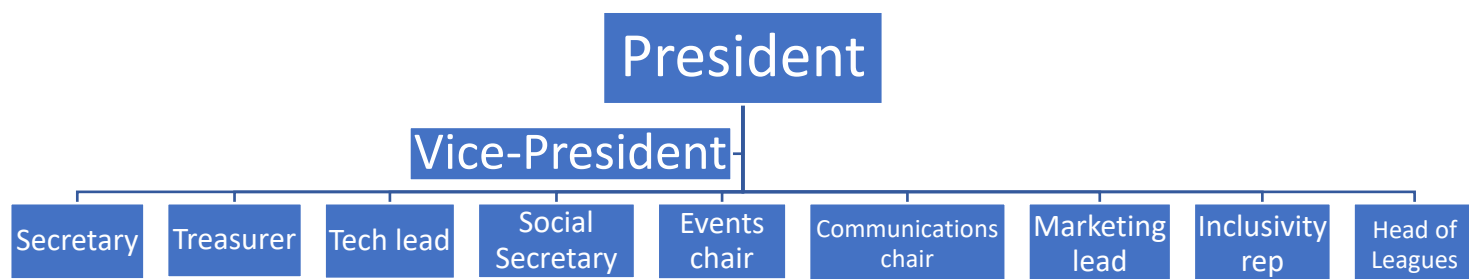


MICROSOFT STUDENT CHAPTER

Core Committee Board Guide

COMMITTEE BOARD HIERARCHY



Leagues :

1. Web development
2. Open Source
3. Cloud
4. AI/ML
5. Competitive programming
6. Data Science
7. Technical writing
8. Design

Within the club, there are four core roles, President, Vice-President, Treasurer and Secretary that make up the committee. Any additional roles within the committee are agreed within the club/society. A role description must be provided to Vice-president. Upon the approval of President, the designation can be added to the core committee board.

Role: President

The President is the leader and main spokesperson for the club/society, taking responsibility for managing the committee and the affairs of the club/society. The President ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and effective decisions taken, communicated and enacted.

Time Commitment:

Varying throughout the year with an average of 10 hours a week

Responsible to:

The club/society committee, student activities and members of the club/society

Duties & Responsibilities:

- Be the first point of contact for the club/society.
- Take responsibility for leading the club/society and for building and maintaining the club/society's reputation. **To be clear, you will be held responsible for the behaviour and actions of your members.**
- Represent the club/society in relations with the University, the Students' Union and external organisations and businesses.
- Communicate regularly with the vice-president and relevant core members of the community.
- Attend meetings with the students' communities and/or the University, including committee training, one-to-one meetings and group meetings with other clubs and societies. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.
- Take responsibility for managing the committee and the affairs of the club, including planning and running meetings without violating any MLSA and university guidelines.
- Oversee and guide all decisions taken by the committee and communicate these to all members.
- Coordinate the committee, ensuring that members undertake their role in an efficient and effective manner.
- In conjunction with the secretary, prepare and present an annual report.
- Liaise with the secretary on the agenda for meetings and approve minutes before they are circulated.
- Be familiar with the guidelines of the club/society, any club rules, committee procedures and the constitution, byelaws, and regulations of MLSA and be responsible for ensuring that the club/society complies with these.
- Liaise with the treasurer to ensure that funds are collected and spent properly, in the best interests of the club/society.
- Plan for recruitment and renewal of the committee.
- To be supportive of and an ambassador for Microsoft.

Ideal personal Qualities:

- Strong leadership skills
- Reliable and prepared to make the required regular time commitments.
- Good listening skills, written and verbal communication skills.
- Good at time-keeping and good organisational skills
- Excellent discipline
- Creativity, innovation, and problem-solving skills
- Tact, diplomacy and good negotiating skills.

Opportunity:

- A unique opportunity to be part of a committee.
- To be engaged with the Microsoft experts
- To make sure events are well planned and be the face of your Club/Society.

Benefits:

- Gain a wide range of practical skills that will make you more employable.
- Practical experience of organising and managing a group of people.
- Relevant training/on-going personal development

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills - conveying intended meanings from one entity or group to another .
- Organisation skills – be clear on what you do and gain how to make sure all aspects are taken care off.
- Teamwork – you will be working collaboratively with a group of people in order to achieve a goal .
- Leadership skills – as President you will learn how to lead a group of individuals.

Role: Vice president

The vice president of the club/society is the key information and reference point for the President, committee members and members as well as the named contact for communications with the society members, University and external organisations.

Time Commitment:

Varying throughout the year with an average of 10 hours a week

Responsible to:

The club/society committee, student activities and members of the club/society

Duties & Responsibilities:

- Liaise with the President to plan meetings, compile agendas, circulate agendas, reports and minutes to committee members.
- Keep up-to-date contact details of club/society members and regularly check queries of students has been resolved.
- Keep up-to-date details of key external contacts, such as speakers, University facilities etc.
- Ensure that accurate records of the club/society's activities are kept, including meetings, events, fixtures etc. are kept and are forwarded to the President.
- Deal with correspondence to and from the club/society and maintain and update the club/society's minutes on the MSC website .
- Take the lead on communicating with members and ensuring that members could communicate back.
- Be familiar with the guidelines of the club/society and committee procedures and also the MLSA rules and regulations. Responsible for ensuring that the club/society complies with the same.
- Take responsibility for ensuring that the club/society's materials, schwag and certificates are kept confidential.
- Communicate regularly and efficiently with the members, including keeping the President informed of activities.

Essential qualities and skills

- Reliable and prepared to make the required regular time commitments.
- Excellent communication skills and good attention to detail .
- Willingness to take responsibility and accept accountability.
- Good organisational skills, the ability to ensure others are well organised and keep accurate records.
- Good IT skills and ability to use electronic communication methods effectively.
- Ability to delegate where appropriate.

Opportunity:

- A unique opportunity to be part of a committee.
- To be engaged with the industry experts
- To make sure events and activities are well planned and be the face of your Club/Society.

Benefits:

- Gain a wide range of practical skills and experience that will make you more employable.
- Relevant training/on-going personal development.
- Certificate from MLSA.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills - conveying intended meanings from one entity or group to another.
- Organisation skills – be clear on what you do and gain how to make sure all aspects are taken care off.
- Teamwork – you will be working collaboratively with a group of people in order to achieve a goal.

Role: Secretary

The Secretary is generally responsible for the administration of the club, arranging meetings (and taking and circulating the minutes for these) and dealing with any administration regarding the club guidelines. All correspondence will usually be handled by the Secretary. This includes letting members know about meetings, as well as handling all correspondence to outside bodies via formal emails or social media posts.

Time Commitment:

Varying throughout the year with an average of 10 hours a week

Responsible to:

Organizing and maintaining records of all meetings. Replace Vice-president in case of his/her absence.

Duties & Responsibilities:

- To prepare, in conjunction with the president, the agenda for club/society meetings.
- Ensures all the committee and club members are provided certificates from Microsoft Learn Student Ambassadors for their hard work and talent.
- To ensure that all members are kept informed of dates, times, and venues for meetings, giving proper notice as detailed in the society's guidelines. This also applies to meetings conducted online via MS Teams or any other online platform.
- To take minutes of meetings and write up all minutes correctly and in good time.
- To report all important correspondence received to the meeting.
- To maintain a "Sederunt" – a register of all member attendance at meetings. Usually, a straightforward sign in sheet that is returned to the President will suffice. For online meetings, the Secretary should take a record of all those in attendance.
- To deal with arrangements for visiting speakers/events.
- A circulated agenda for an Annual General Meeting should, for example, contain a list of all nominations for club/society positions which have been notified in writing to the President. This information would then be circulated to the entirety of the club or society's members prior to the meeting. Time should also be provided for core members' reports, so that all members of the club or society are kept informed about, and involved with, the running of the club/society.

Essential qualities and skills

- Reliable and prepared to make the required regular time commitments.
- Excellent communication skills and good attention to detail.
- Willingness to take responsibility and accept accountability.
- Good organisational skills, the ability to ensure others are well organised and keep accurate records.
- Good IT skills and ability to use electronic communication methods effectively.
- Ability to delegate where appropriate.

Opportunity:

- A unique opportunity to be part of a committee.
- To be engaged with the industry experts
- To make sure events and activities are well planned and be the face of your Club/Society.

Benefits:

- Gain a wide range of practical skills and experience that will make you more employable.
- Relevant training/on-going personal development.
- Certificate from MLSA.

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills - conveying intended meanings from one entity or group to another.
- Organisation skills – be clear on what you do and gain how to make sure all aspects are taken care off.
- Teamwork – you will be working collaboratively with a group of people in order to achieve a goal.

Role: Treasurer

The treasurer acts as the club/society's finance manager and has ultimate responsibility for ensuring that the club/society's financial matters run smoothly. No committee member should accept payment for club directly from any student.

Time Commitment:

Varying throughout the year with an average of 7 hours a week

Responsible to:

Finance management of the club/society.

Duties & Responsibilities

- Take responsibility for the finances of the club/society, with support from the university and sponsoring organizations.
- Take the lead on identifying potential sources of income, sponsorship opportunities and grant applications.
- Deal efficiently and effectively with all invoices and bills.
- Keep up-to-date records of all financial transactions.
- Ensure that funds are spent properly.
- Issue receipts and record all money received.
- Attend committee meetings and present reports on income and expenditure.
- Be familiar with the guidelines of the club/society and be responsible for ensuring that the club/society complies with the guidelines.
- Plan the annual budget, in agreement with the President and in conjunction with the committee members and monitor the budget throughout the year
- Ensure that only authorised signatories are permitted to withdraw funds from club/society accounts.

Essential qualities and skills

- Reliable and prepared to make the required regular time commitments.
- Enthusiasm for the role
- Honesty and integrity
- Willingness to take responsibility and accept accountability.
- Confident with numbers and good attention to detail
- Good written and verbal communication skills
- Ability to keep accurate records.
- Good organisational skills

Opportunity:

- A unique opportunity to be part of a committee.
- Recognized as a trustworthy person.

Benefits:

- Gain a wide range of practical skills and experience that will make you more employable.
- Relevant training/on-going personal development
- Certificate from MLSA .

Skills gained: Participating in this opportunity will enable you to develop and practice the following skills:

- Communication skills - conveying intended meanings from one entity or group to another.
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- Teamwork – you will be working collaboratively with a group of people in order to achieve a goal.

Tech lead :

Description :

A technical lead is a professional who oversees a team of technical personnel at a software or technology league. They must be able to troubleshoot any technical issues

A technical lead needs to have a great deal of professional experience in software development and a deep understanding of technology, but they should also be personable and capable enough to effectively lead a team and collaborate with others.

Responsibilities :

1. Find ways to use technology to improve organization's operations (e.g., communications and outreach)
2. Develops and maintains club website and social media sites with corresponding teams of the Microsoft Student Chapter.
3. Updates Vice-president about new microsoft technologies available to enhance MSC.
4. Tech lead's decision remains the final if any disputes arises in tech leagues.
5. Head of all tech leagues of the society.
6. Any decisions made to resolve the dispute must be informed to Vice-president as soon as possible.
7. Liaises with the communications chair and club secretary.

Social Secretary :

Description :

The purpose of this role is to be responsible for ensuring socials are a fundamental part of being part of the club/society. This specific role is extremely diverse, as it requires planning, organisation, delivery of the social and, generally providing fun and engaging activities for members to enjoy. Whether these are evenings out, weekends away, or just a meal at someone's house, your members will get to know each other better and enjoy themselves more. Socials of any kind are a great way to break down barriers between old and new members.

Responsibilities :

1. Promote Microsoft Student Chapter effectively.
2. Provide a structured plan of socials throughout the year.
3. Ensure everyone has a great and safe experience.
4. Ensuring new members are made to feel welcomed and involved.
5. Remember – initiations are not permitted.
6. Work with the Students Rep to ensure Socials/Events are inclusive to all members.

Events Chair :

- Collaborates with other committee members to create interesting events with latest technologies.
- Maintains the record of events and statics throughout the year in the annual club report.
- Submits attendance list to Secretary within an hour of the event.
- Liases with club secretary, communications chair and tech lead to promote upcoming events.
- Any decisions made to resolve the dispute must be informed to Vice-president as soon as possible.

Marketing Lead :

- Head of all promotional activities of club.
- Communicate to club members about upcoming programs of MSC and other students who may wish to join.
- Updates design & creative team about their weekly task.
- In case of any dispute in promotional activity, Marketing lead's decision remains final.
- Liases with social secretary to promote Microsoft Student Chapter.

Inclusivity rep :

- To be a warm and welcoming public face to all members and potential members.
- Take a proactive approach to ensure Clubs and Societies inclusivity.
- To promote members interest and inclusivity in all Committee decisions.
- Organise events that are attractive to a diverse range of members.
- To be a point of contact for any member of a Club or Society and club members
- Ensuring confidentiality around issues is kept between committee members.

Head of Leagues :

- Head of each league is a mentor of that domain. He/she must be able to answer the queries of students as soon as possible.
- Identify latest technology workshop topics and resource person to be contacted if any.
- Point of contact for any queries/disputes in that particular league.
- Any decisions made to resolve the dispute must be informed to Tech lead immediately.

