

Executive Roles and Responsibilities

Last updated: 19th February 2023

In addition to the President, Treasurer and Vice-President roles mandated in the Main Constitution, the following named roles shall also be members of the Executive Committee:

1. Films Officer
2. Chief Projectionist
3. Chief Duty Manager
4. Publicity Officer
5. Technical Officer
6. IT Officer
7. Marketing Officer
8. Events and Socials Co-ordinator

These roles shall have the following responsibilities:

1. President

1. Figurehead(s) of WSC.
2. Ultimately responsible for coordinating all activities of WSC.
3. Responsible, along with the Treasurer, for the finance of WSC.
4. Chairs Exec Meetings, General Meetings, and the Annual General Meeting.
5. Maintains good contact with Union Sabbatical officers and works to resolve any difficulties which may arise.
6. Responsible for hosting any special events.
7. When applicable, works to ensure good relationships with sponsors and supports in attracting new ones.
8. Ensures that WSC as a whole is working effectively.
9. Responsible for sending out appropriate e-mails to the membership on a weekly basis.
10. Works with the Vice President(s) to prepare meeting agendas.
11. Works with the Vice President(s) to moderate and maintain the Exec and Alumni mailing lists.
12. Responsible for overall Health and Safety requirements.
13. First port of call for any equal opportunities matters and complaints and should attend the relevant course.
14. Works with the Vice-President(s) to co-ordinate key issuing in accordance with the Key Allowances and Agreements document.
15. Works with the Vice President(s) to organise and undertake all other roles and responsibilities.
16. Shall have knowledge of the code to WSC's safe, and may only distribute the safe code to members that require it.
17. Responsible, along with the Treasurer and Chief Duty Manager(s), for ensuring the on-going security of this code, which may include regularly changing the code.

18. Shall be the Welfare Officer, and registered as such with the Students' Union, or shall ensure that another Exec member assumes the responsibilities of the role.

2. Vice-President

1. Responsible for taking Exec and general meeting minutes and ensuring they are published.
2. Responsible for booking all rooms for WSC screenings and meetings.
3. Second port of call for all equal opportunities matters and should attend the relevant course.
4. Coordinates the setting up and staffing of all stalls in the Students' Union and other locations.
5. Responsible for notifying the necessary people of all meetings and preparing the agenda with the President(s).
6. Responsible for sending out 'Crew/Member Update' emails where necessary.
7. Works with the President(s) to moderate and maintain the Exec and Alumni mailing lists.
8. Responsible for answering all e-mails regarding general enquiries from external people or companies.
9. Answers e-mails regarding getting involved in WSC and provides the appropriate information.
10. Shall ensure that a suitable Returning Officer runs WSC elections — it shall be the Vice-President/one of the Vice-Presidents in the event that they are not running for election again.
11. Works with the President(s) to organise and undertake all other roles and responsibilities.
12. First port of call for other societies to contact WSC.
13. Maintains a list of companies with whom we have sponsorship and the contacts within the companies, updating it as/when it is necessary.
14. Responsible for communicating the needs of a company to the Exec.
15. Shall have knowledge of the code to WSC's safe, and may only distribute the safe code to members that require it.
16. Works with the President(s) to co-ordinate key issuing in accordance with the Key Allowances and Agreements document.

3. Treasurer

1. Responsible for all WSC finances on a day to day level and plans finances with the President.
2. Pays all invoices.
3. Handles all money requests, purchase orders and internal transfers.
4. Arranges sales invoices for sponsorship money.
5. Organises invoices to other societies or external parties.
6. Organises any clothing orders.
7. Arranges transport hire.
8. Maintains photocopies of all documentation.
9. Consults with the Union over any financial matters arising.
10. Completes the Students Union's course for Treasurers.
11. Shall have knowledge of the code to WSC's safe, and may only distribute the safe code to members that require it.
12. Responsible, along with the President(s) and Chief Duty Manager(s), for ensuring the on-going security of this code, which may include regularly changing the code.

4. Films Officer

1. Responsible for organising and chairing the Programming Meeting (PM).
2. Responsible for programming upcoming schedules.
3. Responsible for ensuring all films are booked in good time.
4. Responsible for chasing up any films which have not arrived or have not been collected, with the film transport company and the booking agent.
5. Reports all audience figures to the Booking Agent.
6. Responsible for co-ordinating all replacement shows.
7. Responsible for ordering film trailers and posters.
8. Ensures tickets are on the SU website prior to the start of term.
9. Works with the Chief Projectionist(s) to ensure digital trailers are available to promote the films we are showing.
10. Reports all audience figures to the Booking Agent.

5. Chief Projectionist

1. Must be a qualified Projectionist.
2. Ensures that all shows are covered by a projectionist.
3. Shall be the chair of the Projection Committee.
4. Calls and chairs regular Projection Committee meetings.
5. Responsible for the administration of the Digital Projection Training Scheme.
6. Oversees 35mm projection subcommittee and coordinates with a 35mm-qualified subcommittee leader if necessary.
7. After proper consultation with the Projection Committee; responsible for recruitment to the training scheme and the proper maintenance of a waiting list if any such thing should exist.
8. Organises projectionist qualifications.
9. Maintains all template show playlists on the digital projector server.
10. Coordinates all changes to projection procedure and ensures all projectionists are kept up to date.
11. Ultimately ensures that projection standards are maintained.
12. Ensures that all films are returned to the film dump properly.
13. First point of contact for those willing to get involved in projection.
14. Moderates and maintains all projection mailing lists.
15. Monitors the crew status of projectionists.
16. Co-ordinates with the Technical Officer(s) to ensure all equipment remains in an acceptable working order and that all projection related consumables are kept in good stock.
17. Responsible for dealing with Pearl and Dean to ensure we have adverts at the appropriate time.
18. Works with the Films Officer(s) to ensure digital trailers are available to promote the films we are showing.
19. Converts videos to an appropriate format for digital projection to ensure that digital trailers are available to promote the films we are showing and other events.

6. Chief Duty Manager

1. Must be a WSC Qualified Duty Manager.
2. Ensures that all shows are covered by a qualified DM and a sufficient number of stewards.

3. Shall be the chair of the DM committee.
4. Calls and chairs regular FoH committee meetings.
5. Oversees the training of DMs and stewards.
6. After proper consultation with the FoH Committee; responsible for recruitment to the training scheme and the proper maintenance of a waiting list.
7. Ensures that FoH has sufficient amount of: spare change, till rolls, banking bags and spare change bags.
8. Ensures FoH standards are maintained.
9. Monitors the crew status of stewards and DMs.
10. Moderates and maintains the DM mailing lists.
11. Organises DM qualifications.
12. Responsible for requesting necessary changes to FoH systems from the IT officer.
13. First point of contact for those willing to get involved in FoH.
14. Deals with any general issues in FoH that may arise.
15. Handles reallocation of lost property.
16. Shall have knowledge of the code to WSC's safe, and may only distribute the safe code to members that require it.
17. Responsible, along with the President and Treasurer, for ensuring the on-going security of this code, which may include regularly changing the code.
18. Works with the Events and Socials Coordinator to oversee Front of House aspects of special events.
19. Updates the FoH risk assessments.

7. Publicity Officer

1. Co-ordinates the functions of the Publicity Committee.
2. In collaboration with the exec, ensures that all publicity materials are produced to a high quality and arrive prior to the start of term or event.
3. Responsible for training publicity team members.
4. Coordinates purchasing/ordering of publicity and requesting back the money.
5. Organises the distribution of publicity, ensuring that Exec are aware of their responsibilities regarding distribution and that Crew are aware of Publicity Runs.
6. Moderates and maintains publicity related mailing lists.
7. Maintains the publicity archive.
8. Responsible for ensuring film and ticket images and reviews are uploaded to the website.
9. Monitors the free film allowance of members of the publicity committee.
10. If applicable, responsible, alongside the (Vice-)President(s) and Marketing Officer(s), for modifying and updating the sponsorship pack.

8. Technical Officer

1. Must be a WSC Qualified 35mm Projectionist.
2. Ensures the upkeep of all non-IT related equipment.
3. Coordinates and directs the Technical Committee.
4. Responsible for maintaining all equipment in safe working order.
5. Responsible for routine cleaning of projection equipment.
6. Plans and coordinates upgrades and technical projects.
7. Maintains the inventory.
8. Updates the risk assessments for the projection box and all technical work.
9. First point of call for projectionists in the event of a technical problem.

10. Moderates and maintains the technical mailing list.
11. Encourages projectionists to join the Technical Committee.
12. Oversees technical training.
13. Reports on equipment and Technical Committee activities to the Executive and Projection Committees.

9. IT Officer

1. Has overall responsibility for the IT needs of WSC.
2. Oversees maintenance and development of the society's hardware and software (including the website).
3. Maintains and moderates. IT mailing list, and assists moderating any not done by other exec members if applicable.
4. Ensures that all FoH systems are maintained and all tickets are ready.
5. First point of contact in light of an IT related problem.
6. Liaises with the Students Union's IT services.
7. Allocates e-mail addresses and sorts out all aliases.
8. Monitors the free film allowance of members of the IT committee.

10. Marketing Officer

1. Has overall responsibility for all the electronic publicity and advertising of WSC.
2. Oversees the content on the LCD screens and pre-film slideshow.
3. Responsible for training marketing team members.
4. Alongside the Vice-President(s), responsible for communication regarding, and implementation of, non-external advertising requests.
5. Responsible for the WSC social network presence, including Facebook, Twitter, Instagram and any others.
6. Ensures adequate promotion of upcoming shows and social events on social media and digital signage.
7. Ensures WSC society info on the SU page is kept up-to-date.
8. Submits relevant marketing material to Warwick SU and University publications, including the Boar, Big Screen and digital signage.
9. Maintains the WSC photograph library.
10. Organises the creation of termly "What's On" videos and any other WSC videos, and submits to relevant sources including the Big Screen and digital signage.
11. Works in conjunction with the Publicity and IT teams.
12. Co-ordinates the functions of the Marketing Team
13. Monitors the free film allowance of members of the marketing committee.
14. If applicable, responsible, alongside the (Vice-)President(s) and Marketing Officer(s),, for modifying and updating the sponsorship pack.

11. Events and Socials Co-ordinator

1. Responsible for organising socials for Crew and Members, and making them aware of when socials are happening.
2. Has overall responsibility of and coordinates with the FoH and Projection teams where applicable to run 'Special Events' such as AllNighters, Movie Pub Quizzes, Outdoor Screenings, etc, and ensure these events are well-staffed.
3. Works with the (Vice-)President(s) and to organise any Sponsored Events.
4. Liases with the Students Union to ensure that food/drink provision and prizes are appropriate so that money requests can be signed off.

5. Works with the Marketing and Publicity Officers to ensure that events and socials are advertised appropriately.
6. Oversees the safety and welfare of those attending socials and events, or ensures that an appropriate person is appointed to do so.

In addition to the above, all exec positions have the following responsibilities:

1. Attends relevant SU training where necessary.