

Teams' Responsibilities for Clubs/Societies

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Purpose

The purpose of this document is to clearly define roles and responsibilities for different teams inside the clubs and societies. Having a well-documented list of responsibilities establishes clear work boundaries and provides fair evaluation criteria for the individual teams. This ensures professionalism in the working of the community and aims to increase productivity. It would also serve to strengthen the community and allow for efficient pursuit of the club's core objectives.

This document is specifically prepared and tailored to the needs of Hack Club NUST. If desired, other societies and clubs are free to improve upon and use this document for their own purposes while abiding by the license terms.



Teams

The teams are listed below along with their role and responsibilities.

Human Resource

Ensure a safe & productive workplace for all the members of the club.

Keep track of members' performance and generate relevant reports.

Devise workflows for increased productivity and clear boundaries for all the work responsibilities.

Draft all the documents/templates required for the above mentioned items.

Make recommendations for the provision of the participation certificates on merit to the members of the club, especially at the end of tenure.

Keep track of the attendance of event participants and members where necessary.

Partnerships

Reach out to potential partners and maintain a cordial relationship with them.

Ensure that the partners are well informed about all the past and current initiatives as well as any that are planned for the short-term and long-term future.

Partners may belong to the industry, non-profit sector or other clubs/communities.

Identify the relevant and appropriate partners for the club in general and also for any specific event.

Generate balanced proposals for partnerships that are mutually beneficial to the club and our partners.

Hold meetings and give presentations to potential partners to create understanding for the scope of the partnership and learn about the needs of our partners.

Event Management

Generate event plans from the given project proposals.

Generate minute-sheets for events.

Coordinate with faculty sponsors and university administration for the approval of the minute-sheets.

Coordinate with all the relevant teams for the execution of the project plan.

Responsible for all the preparations on ground at the day of the event.

Community Engagement

Conduct surveys to gain insights regarding the students' or industry's requirements and needs.

Spread awareness regarding the initiatives and objectives of the club.



Reach out to the community at large by visiting different departments, classes where appropriate with instructors' explicit consent and cafes.

Engage students on the club's discord server.

Conduct marketing campaigns for the events.

Generate proposals for the betterment of the club and to strengthen our community.

Décor

Generate seating plans for the events.

Devise the plans for crowd handling at the events.

Ensure that the entrance and exit of the events' venue are known to the people in case of emergency exit.

Ensure that a place is designated as an assembly point for emergency evacuation and the same is known to all people present at the venue.

Generate the decor plans for different varieties of events that are organized by the club.

Ensure that the club's and sponsor's branding has appropriate placement and visibility.

Decorate the event venue so that the ambience and appearance reflects the objectives of the event. While it is also pleasant and comfortable.

Coordinate with team logistics for the procurement of any required equipment and materials.

Ensure that the venue is ready well in time for the event.

Finance

Keep track of the financial resources of the club.

Generate the budget document during the event planning.

Ensure that all the expenses and monetary inflows are properly accounted for and the supporting documents such as receipts are available as well.

Responsible for providing the necessary documentation in case of any financial audit.

Generate the post-event expense report.

Maintain a ledger for the complete duration of the tenure.

Liaison

Responsible for coordination with all the schools of the university.

Maintain contacts with the administration and the other clubs.

Assist all the guests and participants during the event, usher if necessary.

Reach out to all departments/hostels for circulation of the emails and posting of the announcements on the notice boards.

Perform the duties of focal person wherever coordination with external parties is required.



Logistics

Ensure the safe custody of the physical assets of the club.

Provide an estimate of the costs for the required materials during the event planning phase.

Procurement of all the necessary equipment and materials from the market or where possible on a loan from the university.

Ensure that the costs incurred by the club are the lowest possible.

Safe-keeping of all the receipts until handover to the finance team.

Ensure that the required physical assets are timely available at the agreed upon venue.

Social Media Marketing (SMM)

Plan social media marketing campaigns.

Ensure that the social media accounts are updated regularly with the latest updates.

Assist anyone who reaches out to the club on social media and connect them with the other relevant teams if need be.

Generate posts to highlight the events.

Collaborate with the team publications and graphics to acquire the required assets for the posts.

Publications

Generate captions for social media posts.

Generate text required for banners and posters.

Generate presentations if required.

Draft emails for announcements.

Help fine tune and improve the drafts of documents generated by other teams.

Graphics

Generate graphics for social media posts, emails, posters and banners.

It is a creative team. Therefore, its responsibility is provided in a concise manner.

It is expected that members of the team would be aware of the design processes and relevant tools.

Members must be creative in nature and willing to learn any new tools as per requirement.

Media

Photography and videography of the events.

Post processing of the photographs and videos.

Safe storage of the media assets.

Generate video clips from the media assets as per requirements.



Ethics Committee

Ensure that all content published by the club for any external audience holds up to the ethical and moral standards.

Review the content for the above-purpose and give recommendation to the team which is responsible for its generation/creation.

Escalate any significant issues by sending the report directly to the Office Bearers of the club, especially the President.

The decisions taken by the committee must be unanimous.

Refer any issue, where a decision could not be reached by the committee, to the President of the club.

Spread awareness regarding the importance of ethics and its relevance to the pursuit of objectives of the club.

