

SCHEDULE 1
to the
CONSTITUTION
of
THE UNIVERSITY OF ADELAIDE
COMPUTER SCIENCE CLUB

Committee Composition

Adopted on the 13th of March, 2024.

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1 Introduction

1.1 Purpose

The purpose of this Schedule is to establish a register of positions within the Club and detail the composition of the non-executive committee and their responsibilities.

1.2 Definitions

Definitions of terms used in this Schedule are as defined in the Constitution.

1.3 Precedence of Positions

Positions are defined Section 2, in order of precedence.

1.4 Amendments

- (1) This Schedule may be amended by the Executive by a simple majority vote. This includes the ability to establish new positions, or to remove existing positions, as well as to amend the responsibilities of existing positions.
- (2) Any amendments to this Schedule must be consistent with the Constitution and the Clubs Policy of YouX.

2 Composition

- (1) The executive committee consists of:
 - (a) the President; and
 - (b) the Vice-President; and
 - (c) the Treasurer; and
 - (d) the Secretary; and
 - (e) the Partnerships & Sponsorships Manager.
- (2) The non-executive committee consists of:
 - (a) the Duck Lounge Liaison; and
 - (b) the Business Manager; and
 - (c) up to two Partnerships & Sponsorships Officers; and
 - (d) the Social Media & Marketing Manager; and
 - (e) up to two Graphic Designers; and
 - (f) up to two Social Media & Marketing Officers; and
 - (g) up to two Open Source Officers; and
 - (h) the Equity Officer; and
 - (i) the First-Year Representative; and
 - (j) up to four General Committee members.

3 Executive Positions

Executive positions are defined in the Constitution, including information regarding each role's responsibilities and eligibility criteria.

4 Office Bearing Positions

4.1 The Duck Lounge Liaison

- (1) The Duck Lounge Liaison is responsible for the management of the Duck Lounge. They are responsible for the maintenance of the Duck Lounge, and for liaising with the School of Computer Science regarding the Duck Lounge.
- (2) The Duck Lounge Liaison is responsible for:
 - (a) the management of the Duck Lounge; and
 - (b) the maintenance of the Duck Lounge; and
 - (c) liaising with the School of Computer Science regarding the Duck Lounge; and
 - (d) making recommendations to the Committee regarding facilities in the Duck Lounge, including but not limited to furniture, equipment, and decorations.
- (3) All members of the Club are eligible to nominate for Duck Lounge Liaison.

4.2 Business Manager

- (1) The Business Manager is responsible for the management of the Club's business operations. They are responsible for the maintenance and procurement of stock.
- (2) The Business Manager is responsible for:
 - (a) the management of the Club's business operations; and
 - (b) the maintenance and procurement of stock; and
 - (c) making recommendations to the Committee regarding the Club's business operations; and
 - (d) setting the prices of stock; and
 - (e) working with the Treasurer to ensure that the Club's business operations are financially viable.
- (3) All members of the Club are eligible to nominate for Business Manager.

4.3 Partnerships & Sponsorships Officer

- (1) The Partnerships & Sponsorships Officer is responsible for assisting the Partnerships & Sponsorships Manager in their tasks.
- (2) The Partnerships & Sponsorships Officer is responsible for:
 - (a) assisting the Partnerships & Sponsorships Manager in managing the Club's partnerships and sponsorships; and
 - (b) the establishment of new partnerships and sponsorships; and
 - (c) the maintenance of existing partnerships and sponsorships.

- (3) All members of the Club are eligible to nominate for Partnerships & Sponsorships Officer.

4.4 Social Media & Marketing Manager

- (1) The Social Media & Marketing Manager is responsible for the management of the Club's social media accounts, and for the marketing of the Club.
- (2) The Social Media & Marketing Manager is responsible for:
 - (a) coordination and management of the Social Media & Marketing Team; and
 - (b) the management of the Club's social media accounts; and
 - (c) the marketing of the Club; and
 - (d) the promotion of Club activities and events; and
 - (e) the promotion of information from our sponsors and partners.
- (3) All members of the Club are eligible to nominate for Social Media & Marketing Manager.

4.5 Graphic Designer

- (1) The Graphic Designer is responsible for creating the graphics for the Club for use in areas including but not limited to events and marketing.
- (2) The Graphic Designer is responsible for:
 - (a) creating graphics for the Club, including but not limited to posters, banners, logos, and other graphics as required by the committee; and
 - (b) ensuring that the material created for the Club is consistent with the brand identity and goals of the committee and the Club as a whole; and
 - (c) assisting the Social Media & Marketing Officer(s) by creating graphics and other promotional material, where required.
- (3) All members of the Club are eligible to nominate for Graphic Designer.

4.6 Social Media & Marketing Officer

- (1) The Social Media & Marketing Officer is responsible for assisting the Social Media & Marketing Manager in their tasks.
- (2) The Social Media & Marketing Officer is responsible for:
 - (a) the management of the Club's social media accounts; and
 - (b) the marketing of the Club; and
 - (c) the promotion of Club activities and events; and
 - (d) the promotion of information from our sponsors and partners.
- (3) All members of the Club are eligible to nominate for Social Media & Marketing Officer.

4.7 Open Source Officer

- (1) The Open Source Officer is responsible for the management of the Club's open source initiatives and leading the Open Source Team of the Club. The Open Source Team is a largely self-sufficient body with oversight by the committee on major changes. The team is free to receive support from any willing volunteers.
- (2) The Open Source Officer is responsible for:
 - (a) maintaining the Club's open source projects, including but not limited to:
 - (i) overseeing projects on GitHub or any other code-sharing platforms; and
 - (ii) assigning issues, reviewing pull requests, performing code reviews, and other required tasks; and
 - (b) onboarding club members and volunteers to work on the Club's projects; and
 - (c) proposing new projects and setting them up; and
 - (d) leading the Open Source Team.
- (3) All members of the Club are eligible to nominate for Open Source Officer.

4.8 Equity Officer

- (1) The Equity Officer is responsible for the management of the Club's equity initiatives. They are responsible for ensuring Club events are accessible to all members of the Club, and for ensuring that the Club is a safe and inclusive environment for all members.
- (2) The Equity Officer is responsible for:
 - (a) the management of the Club's equity initiatives; and
 - (b) ensuring Club events are accessible to all members of the Club; and
 - (c) ensuring that the Club is a safe and inclusive environment for all members of the Club; and
 - (d) being available to hear concerns from members regarding the club and/or its members and taking responsible action; and
 - (e) making recommendations to the Committee regarding diversity and inclusion in the Club.
- (3) All members of the Club are eligible to nominate for Equity Officer.

4.9 First-Year Representative

- (1) The First-Year Representative is responsible for representing the interests of first-year students in the Club. They are responsible for ensuring that first-year students are aware of the Club's events and initiatives, and for ensuring that the Club's events and initiatives are accessible to first-year students.
- (2) The First-Year Representative is responsible for:
 - (a) representing the interests of first-year students in the Club; and
 - (b) ensuring that first-year students are aware of the Club's events and initiatives; and

- (c) ensuring that the Club's events and initiatives are accessible to first-year students; and
 - (d) making recommendations to the Committee regarding first-year students in the Club.
- (3) To be eligible for the position, the nominee must be:
- (a) a first-year student of the University of Adelaide; and
 - (b) a member of the club.
- (4) The position is elected at the SGM in Semester 1 each year, rather than the AGM.

5 Committee Positions

5.1 General Committee

- (1) General Committee members are responsible for assisting the Executive and Office Bearers in the management of the Club.
- (2) All members of the Club are eligible to nominate for General Committee.

5.2 Responsibilities of all Members of the Committee

All members of the Committee have a responsibility to:

- (a) attend all meetings of the Committee, and General Meetings; and
- (b) act in the best interests of the Club; and
- (c) act in accordance with the Constitution and this Schedule; and
- (d) act in accordance with the Clubs Policy of YouX.

5.3 Number of Positions

The number of positions in the Committee may be limited by the Executive at their discretion. The Executive may limit the number of positions in the Committee to a number less than the number of nominations received. The current composition of the Committee as approved by the Executive is listed in Appendix A.

A Table of Positions and Their Number of Offices

Position	Amount
President	1
Vice-President	1
Treasurer	1
Secretary	1
Partnerships & Sponsorships Manager	1
Duck Lounge Liaison	1
Business Manager	1
Partnerships & Sponsorships Officer	2
Social Media & Marketing Manager	1
Graphic Designer	2
Social Media & Marketing Officer	2
Open Source Officer	2
Equity Officer	1
First-Year Representative	1
General Committee	4
Total	22

**THIS SCHEDULE HAS BEEN REVIEWED AND APPROVED BY THE
EXECUTIVE.**

DATE OF EXECUTIVE APPROVAL: 13th of March, 2024