

# Student's Actuarial Society Committee Role Descriptions

Are you a continuing student who has an interest in applying for a role within SAS for next academic year?

Having a role on the committee is a great way to make new friends, develop skills and boost your CV!

Want to find out more? Come along to our AGM where you can meet the current committee and ask any questions about the roles you may have, then get a chance to run for these positions yourself! If you have any questions feel free to get in touch with Alannah: [amb2000@hw.ac.uk](mailto:amb2000@hw.ac.uk)

**DATE: Wednesday 12<sup>th</sup> March**

**TIME: 2:00pm**

**VENUE: CMG.01**

Title	Responsibilities	Skills
President	<ul style="list-style-type: none"><li>-Update the constitution and privacy policy</li><li>-Find sponsorship</li><li>-Attend monthly FASS meetings, monthly societies council meetings, bi-semester SSLC meetings</li><li>-Liaising with external contacts</li><li>-Supervising the whole committee - Presentations and speeches on various occasions</li><li>-Attending all events and meetings</li><li>-Picking up all the pieces (and doing the work if others don't)</li></ul>	<ul style="list-style-type: none"><li>-Organisation</li><li>-Leadership</li><li>-Management</li><li>-Teamwork</li><li>-Communication</li><li>-Presentation</li><li>-Professionalism</li></ul>
Vice President	<ul style="list-style-type: none"><li>-Splitting up the committee</li><li>-Attending all events and meetings</li><li>-Ensuring people are doing their jobs and on time</li><li>-Working closely with committee to organise events</li><li>-Assisting where possible</li></ul>	<ul style="list-style-type: none"><li>-Management</li><li>-Attention to detail</li><li>-Time management</li><li>-Teamwork</li><li>-Organisation</li><li>-Communication</li><li>-Leadership</li></ul>
Treasurer	<ul style="list-style-type: none"><li>-Responsible for the society's finances -Deal efficiently and effectively with all invoices and bills</li><li>-Keep up to date records of all the financial transactions</li><li>-Ensure that funds are spent properly</li><li>-Issue receipts and record all money received - Present budget throughout the year with detailed end of year accounts</li></ul>	<ul style="list-style-type: none"><li>-Organisation</li><li>-Confident</li><li>-Honest</li><li>-Mathematically sound</li><li>-Aware and decisive</li></ul>
Secretary	<ul style="list-style-type: none"><li>-Writing minutes</li><li>-Managing the email account</li><li>-Booking rooms</li></ul>	<ul style="list-style-type: none"><li>-Organisation</li><li>-Initiative</li><li>-Written communication</li><li>-Time management</li></ul>

Social Secretary	<ul style="list-style-type: none"> <li>-Organise socials</li> <li>-Attend all socials</li> <li>-Management payments for events</li> <li>-Contacting venues</li> <li>-Thinking of new/wanted socials</li> <li>-Engaging members in/during events</li> <li>-Organising bus tour/large event</li> </ul>	<ul style="list-style-type: none"> <li>-Communication</li> <li>-Teamwork</li> <li>-Organisation</li> <li>-Time management</li> </ul>
Marketing	<ul style="list-style-type: none"> <li>-Lecture shoutouts of events</li> <li>-Managing social media (before and during events)</li> </ul>	<ul style="list-style-type: none"> <li>-Organisation</li> <li>-Communication</li> <li>-Confidence</li> <li>-Enthusiasm</li> <li>-Creative</li> </ul>
Conference	<ul style="list-style-type: none"> <li>-Devise the theme and agenda for the conference</li> <li>-Find speakers</li> <li>-Liaise with speakers, sponsors and staff</li> <li>-Manage sub-committee</li> <li>-Design and advertise the conference</li> <li>-Budgeting</li> <li>-Planning and running big event</li> <li>-Speeches</li> </ul>	<ul style="list-style-type: none"> <li>-Communication</li> <li>-Teamwork</li> <li>-Leadership</li> <li>-Self-management</li> <li>-Organisation</li> <li>-Professionalism</li> <li>-Presentation</li> <li>-Responsibility</li> <li>-Time-management</li> </ul>
Artificial Assessment Centre Director	<ul style="list-style-type: none"> <li>-Sorting out IMA grant and organising the associated talk</li> <li>-Finding and managing a sub committee</li> <li>-Finding judges</li> <li>-Come up with material for AAC</li> <li>-Booking venue</li> <li>-Planning and running big event</li> <li>-Budgeting</li> <li>-Speeches</li> </ul>	<ul style="list-style-type: none"> <li>-Creative</li> <li>-Writing</li> <li>-Communication</li> <li>-Teamwork</li> <li>-Leadership</li> <li>-Attention to detail</li> <li>-Responsibility</li> <li>-Organisation skills</li> <li>-Professionalism</li> <li>-Time management</li> </ul>
Current Affairs	<ul style="list-style-type: none"> <li>-Managing a sub-committee</li> <li>-Decide on release dates for newsletters</li> <li>-Communicate with writers about what/when articles are required</li> <li>-Read over newsletters and check for spelling and grammar errors</li> <li>-Design newsletter</li> </ul>	<ul style="list-style-type: none"> <li>-Communication</li> <li>-Attention to detail</li> <li>-Time management</li> <li>-Organisation</li> <li>-Delegation</li> <li>-Designing</li> <li>-Creativity</li> </ul>
Careers & Education	<ul style="list-style-type: none"> <li>-Prepare revision materials</li> <li>-Plan and organise academic workshops and revision sessions</li> <li>-Organise career events</li> </ul>	<ul style="list-style-type: none"> <li>-Time management</li> <li>-Organisation</li> <li>-Teamwork</li> <li>-Presentation</li> </ul>

