



LEADING WOMEN SOCIETY

Dearest member,

I warmly welcome you to our elections for the 2015-2016 Committee. Whether you are one of our long-standing members at LWS or a curious first year student, there will definitely be a role for any areas you are interested in.

This term, we had a massive success with LW Tech Night, in collaboration with TechSoc. I was delighted to see so many of you, a good mix of both women and gentlemen, join us in connecting with our inspirational mentors; from co-founders of award winning start-ups to high profile companies.

We have had a tremendous performance from the team so far! We hosted a coding workshop, leadership talks, Christmas dinner, termly socials, mock interview workshops, and insight days. We even launched a fantastic new website.

Working alongside my dedicated LWS committee and our prestigious clients has undeniably been one of the most challenging yet rewarding experiences at UCL. The relationships I've built are invaluable, and I would like to thank everyone for the sheer amount of hard work and bright ideas they put forward within the last few months.

Now, it is time for a new committee to continue our vision for excellence and holistic value.

We are looking for 13 passionate individuals. I strongly encourage you to apply if you are looking for a stimulating learning curve as well as an opportunity to network among senior professionals, recruiters, mentors and like-minded peers. Good luck and I wish you all the best!

Kind Regards,
Rasini Ranawake
LWS President 2015

APPLICATION

Requirement	Applicant can enter 2 roles of selected interest. Attach CV and a short cover letter (200 words max)
Subject	Leading Women AGM + NAME
To	Committee member's email as stated below
Queries	Email Rasini at rasini.ranawake.12@ucl.ac.uk

EXECUTIVE COMMITTEE ROLES

President

Apply to Rasini Ranawake, rasini.ranawake.12@ucl.ac.uk

- Candidate must display excellent communication, presentation and problem solving skills to motivate and align team members to a common vision
- Previous history of leadership experience as well as public speaking is mandatory
- Enforce strong consensus building via active management of individuals
- Support all corporate clients on queries ranging from contracts, events, recruitment, feedback and PR
- Termly strategic planning termly to analyse performance, targets, restructures to constantly seeking new growth opportunities

Vice President

Apply to Rasini Ranawake, rasini.ranawake.12@ucl.ac.uk

- To critique sensitively and analyse every members' performance to President
- Discuss weekly reports with the President on the progress of the society
- Design speeches, event structure and execute reports & publications before events
- Directly reporting under the President regarding any escalations or queries
- Explore new options/collaborations with other societies & potential partners

Treasurer

Apply to Rasini Ranawake, rasini.ranawake.12@ucl.ac.uk

- Great attention to detail regarding policies, compliance and regulation
- Process legal documents and financial matters directly with the Union
- Determine the feasibility of events, programmes and finance related activities
- Release invoices, contracts, reimbursements to clients and committee members
- Work closely with the President, UCLU Finance and Head of Clubs & Activities staff member

Secretary

Apply to Eliza Leonidou, elisavet.leonidou.12@ucl.ac.uk

- Record Meeting Minutes
- Prepare a document outlining key responsibilities of committee members working up to an event or tasks in general
- Prepare email templates such as event invitations for both students & invited guests
- Contact departments to promote events and activities
- Prepare newsletters via MailChimp
- Events administration such as:
 - Name tags for invited guests
 - Place cards to ease the allocation of attendees and guests etc.
- Prepare feedback forms to be distributed to attendees online
- Ensure the smooth running of activities at events
- Manage a team of First year representatives by delegating tasks and ensuring their completion on or before set dates

Digital & PR Director

Apply to Eliza Leonidou, elisavet.leonidou.12@ucl.ac.uk

- Work with the President, VP, and Secretary to decide best representations of & image of the society. Have an eye for detail and polish all publications and speeches.
- Engage with the public and ensuring follow-up from:
 - Clients/sponsors & partners,
 - Current & Potential Members
- Liaise and share contacts with Events & Sponsorship teams.
- Produce marketing plans and schedules for events or projects, & making sure all deadlines are met.
- Liaise with Events Director to ensure timelines are kept to, so events follow Union procedure and marketing can begin on time.
- Must have knowledge of:
 - Technology/digital marketing platforms and tools,
 - Cross-platform integration,
 - Website building or eye for design
- Delegate and Maintain Digital & Print Marketing
- Oversee Freshers Fair publicity
- Explore new avenues for marketing

Finance & Sponsorship Director

Apply to Rasini Ranawake, rasini.ranawake.12@ucl.ac.uk

- Approach potential sponsors
- Maintain relationship with current sponsors and partners
- Work with any new sponsors approached by other members of the committee
- Finalise sponsorship packages through emails, meetings, etc.
- Write and over-see contract with help of Sponsorship Associate
- Take care of all correspondence with sponsors in regards to events
- Engage with sponsors and members during events
- Promote the society by going to networking events

Events & Planning Director

Apply to Jiawei Li, jiawei.li.10@ucl.ac.uk

- Research markets to identify opportunities for events
- Liaise with relevant individuals and ascertain precise event requirements
- Producing proposals for events
- Working with budget set for the event
- Coordinate:
 - Venue management
 - Caterers
 - Equipment hire
- Identify and secure speakers or special guests
- Coordinate staffing requirements and staff briefings (i.e Event Coordinators)
- Liaise with marketing and PR colleagues to promote the event
- Handle queries and troubleshooting on event day to ensure smooth running
- Oversee event wrap-up and clearing from event venue efficiently

ASSOCIATE ROLES

Digital & PR Associate

Apply to Eliza Leonidou, elisavet.leonidou.12@ucl.ac.uk

- Work closely with the Digital & PR Director.
- Plan and execute marketing for events and all publicity projects.
- Projects: Either work on...
 - Our Mailchimp newsletter and the Medium news blog - good English required.
 - The website, and all image design - knowledge of Photoshop/Adobe Creative Cloud or coding required.
- Manage all Facebook and Twitter posts under guidance of the Executive Committee
- Work with Events and Sponsorship team in growing our network of contacts.
- Work with Events team to host guests at events.
- Build rapport amongst members via publicity projects and at event

Events & Planning Associate

Apply to Jiawei Li, jiawei.li.10@ucl.ac.uk

- Work closely with the Events Director.
- Plan events and undertake all necessary promotions prior to events.
- Email partners of the society, guest speakers & invited guests
- Assist setting up of events
- Meet and greet guest speakers & invited guests on event day
- Encourage students to network during the event

Finance & Sponsorship Associate

Apply to Jiawei Li, jiawei.li.10@ucl.ac.uk

- Engage in all networking workshops and Insight days to build a network of clients.
- Assisting in and processing contracts
- Meetings and pitches with clients regarding sponsorship and collaborations
- Engage with sponsors and members during events
- Promote the society by going to networking events