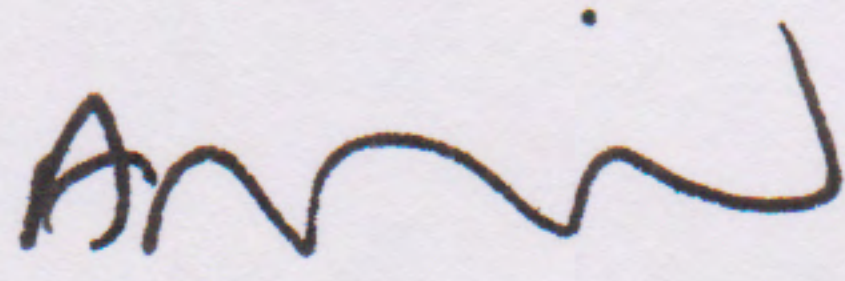
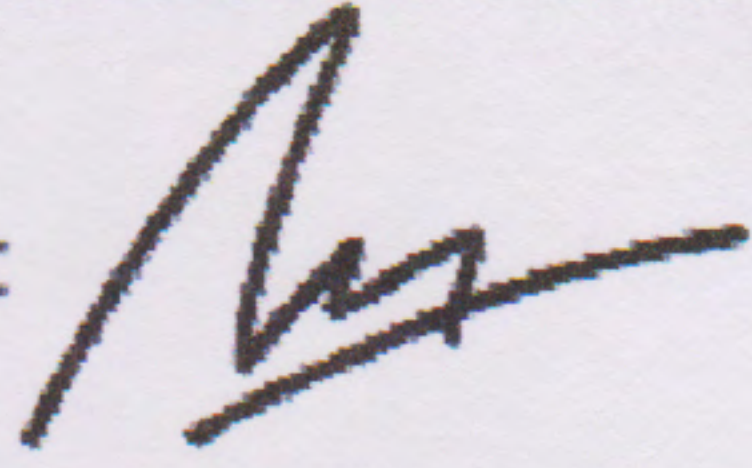


<b>SECRETARY</b>  Concentrate on the administration of the Club, arranging general and executive meetings and taking meeting minutes. Work closely with the President and deal with all correspondence that the club receives, such as email and Facebook messages. Manage Club correspondence and efficiently organize and maintain the Club's documentation, such as the list of members.	I, <u>Atousa Ghahramani</u> agree to take on the responsibilities of a Club Executive and perform to the best of my ability.
	Signed: 
	Date <u>01/08/2020</u>
	Student ID:
<b>TREASURER</b>  Monitor finances of your Club, delivering updates to the committee and the VU Clubs Officer. To be responsible for setting up the Club CBA bank account, and monitor expenditure through account statements. Record incoming funds from Student Life affiliation funding, grants, membership income and other donations. Prepare an annual budget for the club and present a financial report at the Annual General Meeting.	I, <u>Truong La</u> agree to take on the responsibilities of a Club Executive and perform to the best of my ability.
	Signed: 
	Date: <u>01/08/2020</u>
	Student ID: <u>4627707</u>

Update your committee members details on the Clubs Committee Members Form (Executive and General)

Please note: It is the responsibility of the Club to ensure the contact details of the executive committee are kept up to date and that any changes to the executive committee stated above is communicated to the VU Clubs Officer within seven business days via completion of the Change of Executive Committee Members form.