


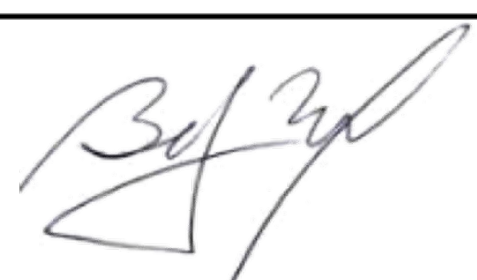
## CLUB RE-AFFILIATION EXECUTIVE AND GENERAL COMMITTEE ROLES AND RESPONSIBILITIES AGREEMENT FORM

All executive committee members must sign this form. By signing this form, you agree to abide by the Clubs Constitution and all relevant Clubs policy and procedures. These documents can be found in the VU Clubs Dropbox  
<http://bit.ly/vuclubsforms>


### EXECUTIVE COMMITTEE

Please fill out and sign your executive and general roles with all the details

**CLUB NAME:**

<b>PRESIDENT</b>  Provide leadership for, and oversee the running of, representing your Club to other groups and external organizations. Maintain regular communication with the VU Clubs Officer regarding Club activities. Consult with the VU Clubs Officer and seek advice on any issues where necessary. Chair general and executive meetings, as chief spokesperson for the Club.	I, <u>Amanda Cole</u> agree to take on the responsibilities of a Club Executive and perform to the best of my ability.
	Signed:  
	Date: <u>31/07/2020</u>
	Student ID: <u>s1073230</u>
<b>VICE-PRESIDENT</b>  Assist the President and oversee the running of your Club, as well as in representing the organization to other groups and external organizations. Support other committee members to achieve their goals and perform their roles to the best of their ability. Engage with members to ensure the Club is benefiting members, encouraging feedback that can be passed on to the President.	I, <u>Bernardo Fonseca</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>4629131</u>



<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, _____ agree to take on the responsibilities of a Club Executive and perform to the best of my ability.
	Signed:
	Date
	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: 01/08/2020
	Student ID: 4627707

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.

## GENERAL COMMITTEE MEMBERS

The Club may choose to have additional members such as an Events Officer, Marketing Officer, First Year Officer however this is at the discretion of the Club.

<b>POSITION TITLE</b>  Role description:	I, _____ agree to take on the responsibilities of a Club General Committee and perform to the best of my ability.
	Signed:
	Date:
	Student ID:
<b>POSITION TITLE</b>  Role description:	I, _____, agree to take on the responsibilities of a Club General Committee and perform to the best of my ability.
	Signed:
	Date:
	Student ID:
<b>POSITION TITLE</b>  Role description:	I, _____, agree to on the responsibilities of a Club General Committee and perform to the best of my ability.
	Signed:
	Date
	Student ID: