

# Rotaract Club of Fr. CRCE

## Posts Descriptions



### **Core Team - (Eligible for TE)**

- **President**

The face of the Club and the final decision-maker. The President oversees all Club operations, delegates responsibilities, and ensures the Club stays true to its vision.

- **Vice-President**

The right hand of the President. The VP assists with decision-making and takes the lead in the President's absence to maintain smooth functioning.

- **Secretary**

Responsible for keeping all Club records, event reports, and official documentation in place. The Secretary is also the first point of contact for district officials and guests.

- **Joint Secretary**

Assists the Secretary and steps in during their absence. Also helps maintain relationships with Rotary, district officials, and other Clubs.

- **Sergeant At Arms**

Ensures discipline and smooth coordination during Club events. Acts as the go-to person for troubleshooting issues during meetings and activities.

- **Public Relations Head**

Handles the Club's public image. Manages social media, boosts membership and engagement, and creates strategies to enhance Club visibility.

- **Marketing Head**

Leads all branding, sponsorship, and advertising efforts. Designs marketing plans, collaborates with brands, and drives fundraising and outreach initiatives.

- **Treasurer**

Manages Club finances, documentation, and permission formalities. Responsible for maintaining transparency and timely financial submissions.

- **Digital Communications Head**

In charge of all visual content — from posters to reels. Must be proficient in design and video editing tools, and collaborate with the Design Director to maintain a strong digital presence.

- **Technical Head**

Handles all technical aspects, including Club website maintenance, event tech setups, and overall tech innovation. Proficiency in web development is essential.

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## **Board of Directors - (Eligible for SE)**

- **Club Service Director**

Engages internal Club members and coordinates bonding activities. Builds relationships with other Rotaract Clubs and ensures member involvement.

- **Community Service Director**

Executes impactful community service projects and constantly scouts for new ways to serve society meaningfully.

- **Professional Development Director**

Plans workshops, sessions, and events aimed at member upskilling and career growth. Seeks fresh approaches to enhance the learning curve.

- **Public Relations Director**

Assists the PR Head in maintaining the Club's brand across platforms. Handles content creation and engagement strategies.

- **Marketing Director**

Supports the Marketing Head in planning sponsorships, closing deals, and creating appealing marketing materials to attract collaborators.

- **Task Force Director**

Acts as the on-ground coordinator for all events. Maintains discipline, over-sees logistics, and ensures seamless execution.

- **Design Director**

Leads the creation of all Club visuals — including event posters, social media posts, videos, and merchandise designs. Must be creative, proactive, and either proficient in design tools (Photoshop, Illustrator, Premiere Pro) or ready to learn. Works closely with the Digital Communications Head.

- **Media Director**

Documents all events through photography and videography. Should be familiar with editing tools and collaborate with the PR and Design teams to produce engaging content.

- **Operational Director**

Handles planning and logistics for all Club events. Ensures tasks are executed on schedule, resources are managed, and initiatives are efficiently carried out. Coordinates with multiple departments to streamline workflow.

- **Technical Director**

Works alongside the Technical Head to ensure all tech-related aspects of events and operations run smoothly. Responsible for audiovisual setups, supporting app/website development, and tech troubleshooting. Requires a keen interest in technology and a problem-solving mindset.

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