

M-ASS Committee Position Descriptions



Melbourne Arts
Students Society

General Information

M-ASS warmly encourages all people to get involved with the M-ASS Committee. All positions are technically available to anyone at the AGM.

Please note, however, that the positions of President, Vice-President and Treasurer are usually only contested by people who have been on the M-ASS Committee before. This ensures that the Society runs smoothly and that these important positions are held by people passionate about M-ASS with experience of how M-ASS actually works.

Executive Positions

All members of the M-ASS Executive are expected to work beyond their allocated portfolios, and to assist the President and Vice-President with the running of the Society from day to day.

President

The President of M-ASS runs the Committee in a general way. They oversee all activities in which M-ASS engages, look for strategic opportunities for M-ASS, play a major role in determining budgeting and funding allocation, and ensure that the Society runs smoothly. Being President is a considerable commitment, as the President is also expected to take up any slack where it falls. The President must also be available 24/7 to other Committee Members in case problems occur.

Please note that this position is usually contested only by someone who has been on the M-ASS Committee before for at least one year.

Vice President

The Vice-President assists the President in running the Society. Ideally, tasks are split between Vice-President and President. Again, the position is very demanding and requires a substantial time and energy commitment.

Please note that this position is usually contested only by someone who has been on the M-ASS Committee before for at least one year.

Treasurer

The Treasurer controls the purse-strings of M-ASS. They keep a ledger up-to-date, so M-ASS always knows its financial position, and they are responsible for all banking as well as writing cheques for M-ASS. The Treasurer is also expected to assist the President and Vice-President running the organisation.

Please note that this position is usually contested only by someone who has been on the M-ASS Committee before for at least one year.

Secretary

The Secretary writes the Agenda for each meeting, takes the Minutes at every meeting, and has several other responsibilities such as organising meetings, keeping track of Committee Members (acting as a Chief of Staff), maintaining stationary and supplies in the M-ASS Office, and keeping the M-ASS Office tidy. Currently, our Secretary also maintains the M-ASS Website (although this is subject to the Secretary having the requisite skills to do so).

Education Officer

Our Education Officer organises M-ASS's educational events and activities. They are currently responsible for the Language and Learning Skills Citation Tutorial as well as the M-ASS Essay Competition, and work closely with our Careers Coordinator to run successful careers-oriented events. As the final member of the Executive, the Education Officer is also expected to do jobs beyond their immediate portfolio and assist with the day-to-day running of M-ASS.

Non-Executive Positions

Events Coordinators (2)

M-ASS's two Events Coordinators organise all of M-ASS's social events, from BBQs through to Arts Ball. Other events they run include the River Cruise, O-Camp and M-ASS's O-Week Party. Events Coordinators, while delegating some work to the rest of the Committee, are the first to and last to leave all M-ASS's events, running them on the day to ensure they go smoothly and to plan. There are two people elected to this position as equals.

Publications Coordinator

The Publications Coordinator organises all things that M-ASS publishes. The main task the Publications Coordinator currently has is the *M-ASS Guide to First Year Arts*, which was a huge success in 2007. While consolidating the *Guide's* position as the leading Student Society handbook, the Publications Coordinators for 2007-2008 will be looking to secure significant sponsorship of the *Guide* and investigating the possibility of further M-ASS publications.

Sponsorship Coordinators (2)

Sponsorship Coordinators approach businesses, the Faculty, the Union and other organisations on behalf of M-ASS seeking monetary donations, sponsorship in kind and other arrangements (such as keyring discounts for members). They may do this so an organisation becomes a sponsor of M-ASS, or for a specific event (for

example, soliciting prizes for the Trivia Night). Sponsorship is a very tough job, and for that reason for 2007-2008 there are two equals holding this title.

Marketing Coordinator

The M-ASS Marketing Coordinator ensures that M-ASS events are properly marketed and publicised. They coordinate design of posters and flyers for events, emails via the Faculty, chalking, the M-ASS email database and M-ASS SMSs. They also update the M-ASS Marketing Plan, and coordinate postering and other advertising for events on the ground.

Careers Coordinator

Like China's economy, Careers is an emerging portfolio on the M-ASS Committee. While M-ASS has not yet had a Careers event (its first scheduled event is for Semester 2 2007), the Careers Coordinator's responsibility is to coordinate the Careers Event(s) that M-ASS organises. They also ensure that M-ASS is aware of and informing students of any careers-related opportunities on campus or in Victoria.

First, Second and Third/Fourth Year Representatives (3)

The three Year Level Representatives notionally represent the students in their respective year levels, and are a contact point for any grievances or other complaints regarding the Faculty. This is certainly important, but it's not the majority of what Year Level Representatives do (because, no doubt, of the high quality of teaching in Arts). Year Level Representatives also help out just about every other portfolio and are responsible for organising the M-ASS BBQs throughout the year. They also liaise with and manage the General Committee.

General Committee

Want to be involved with M-ASS but not keen on the idea of a portfolio? Join the General Committee! This is a group of people who come to M-ASS events (BBQs, O-Week, but also sometimes O-Camp and other bigger events), help out and are recognised for their work by the title of 'general committee'. To sign up, email president@m-assonline.com with your name, student number, contact details and address!