

# Roles and Responsibilities of Curtin Robotics Club Committee Members

Office Bearers

Office bearers are the Guild required club officers

# President

1. **Face of the Club**

During events and meetings, build relationships with external parties as the main representative of the club in these spaces.

1. **Manage Other Committee Members**

Ensure required work is being done to appropriate standards.

1. **Provide Support for Groups and Projects**

Encourage club project work, organise competitions, push groups forwards, assist in group management.

1. **Meetings**
	1. **Meeting Preparation**

Arrange time, place and attendee notification with the Secretary.

* 1. **Chair meetings**

Go through the agenda and move items, encouraging discussion from other committee members, task members for any actions.

1. **Maintain Guild Status**

Consult with the Guild, with/through the Vice President and ensure all forms and duties are completed on the club’s end.

1. **Miscellaneous Overhead**

Anything not covered by the other roles will be the responsibility of the president unless delegated.

# Vice President

1. **Support Other Executives, Committee Members, and General Members**

The Vice President's primary responsibility is to enable all other members of the club to be able to fulfil their duties to the best of their ability.

1. **Maintain Cleanliness and Organisation Within the Clubroom**

Manage inventory databases, enforce correct storage of tools and components, and keep track of when components require restocking. This can also be assigned to a General Committee member designated as “Quartermaster”.

1. **Default Acting President in the Event of Leave or Suspension**

# Treasurer

1. **Process Approved Reimbursements**

Remunerate members for parts or capital etc. for club use as per the constitution.

1. **Deposit Money**

Deposit any and all cash to the club account when deemed necessary by the Executive Committee.

1. **Manage Account Signatories**

Manage the signatories (people with access to the club account) by removing old committee members and signing up new committee members. This involves organising forms and acquiring signatures from committee members.

1. **Tracking and Accounting**

Track all revenue and expenses in a format approved by the Guild. A certain amount of money is allocated to the club from the Guild, this is spent over the semester. Keep track of how much money is left in the Guild’s budget for the club.

# Secretary

1. **Manage membership**
	1. **Add/remove access to the Clubroom**

Ensure all General and Executive Committee members have access to the room, and all old members are removed.

* 1. **Maintain member list and emails**

Maintain membership details in a format approved by the Guild.

* 1. **Remove inactive members**

For unpaid or officers not fulfilling their duty. Must be done in writing with the opportunity to appeal as per the constitution.

* 1. **Manage Stickers**

Ensure all members have stickers to validate their membership on their student IDs.

1. **Organise Meetings and Internal Events**

Book rooms for meetings and club events each semester, take minutes in those meetings, and orchestrate all internal club communications through emails and the discord.

1. **External Communication**

Read and respond to general emails or assign to the relevant officer if requiring further action or response. Manage all other external communication channels not monitored by the marketing committee.

1. **Manage Accounts**

Ensure all members have access to the right documents and areas of the Google Drive and Discord.

Executives

Executives are the additional Executive Committee roles the club has deemed are important

# Project Administrator

1. **Assist Project Leads in Meeting Milestones and Completing Projects**

Work with Project Leads in running their projects, rather than enforcing strict deadlines.

1. **Manage Project Purchase Requests**

Approve/deny purchase requests and work with Project Leaders to organise a budget for projects each semester.

1. **Manage Club Resources for Project Use**

Inform the club when the room will be used by projects, ensure those times do not overlap with other activities, and allocate club equipment use outside of build night.

1. **Represent Project Leaders at Events and Meetings**

Bring the needs of the Project Leaders to the General Committee each week at meetings, update the Committee on project progress and issues. Provide information to members about each project at events like O-Day and Intro to Build Night.

# Marketing Administrator

1. **Manage the Marketing Team**

The marketing team consists of as many general committee members as deemed necessary. The Marketing Administrator manages the team and delegates tasks as needed; including but not limited to responsibilities 2, 3, and 4 below.

1. **Manage Club Promotional Material**

Design and organise all promotional material: stickers, posters, shirts, logos, signs, banners, etc. Suggest new potential promotional material.

1. **Manage Club Social Media Accounts: Instagram, Facebook, Discord, Emails, Website**
	1. **Communications**

Respond to messages and comments or assign another member of the club to do so.

* 1. **Post Scheduling**

Advertise upcoming events, post photos from events, and ensure a marketing schedule for each event is adhered to.

1. **Record Media of Projects & Events**

Keep an update of media update progress pictures for projects and competitions when possible.

# Events Administrator

1. **Manage & Assign Event Leads**

Reach out to General Committee members for volunteers to run club events as Events Leads. Work with Events Leads in organising, managing and running their events.

1. **Assist Event Leads with Events**

Where possible, help the Event Leads run their events on the day, primarily through consultation.

1. **Establish & Organise Each Semester’s Events**

Help with the running of workshops, Guild events, game nights, build nights, etc by making rosters and events description for each event so that the committee knows what's happening with the event.

1. **Liaise with External Organisations Regarding Events**

Stay in contact with other clubs for the purposes of organising collaborative events and attending relevant events as a club.

General Committee

# General Committee Member

General Committee members are the lifeblood of the club. They attend weekly meetings, help with events, and manage club affairs. They are the primary volunteers the club relies on. It is expected that throughout the year all General Committee members will assist in the running of events, help with club cleans, club organisation and attend as many events as possible.

**Named General Committee Positions:**

The following positions are appointed by the committee typically at the start of the year and are not elected during the AGM. If these roles are not filled by general committee members, executive committee members are responsible for ensuring that these duties are carried out.

# Hackathon Team Lead

1. **Manage the Hackathon Team**

The hackathon team consists of as many general committee members as deemed necessary. The team lead manages the team, and delegates tasks as needed; including but not limited to responsibilities 2, 3, and 4 below.

1. **Organise the Hackathon for each semester**

Organise the theme and challenge for each Hackathon, keeping the Committee informed as to current affairs relating to the Hackathon.

1. **Create event budgets and Action Purchases as Needed**

Organise an event budget with the Events Administrator and make purchases for the event within that budget. Manage purchase approvals for the Hackathon and organise purchase refunds with the Treasurer.

1. **Ensure the Hackathon is Advertised**

Work with the Marketing Administrator to create and push advertising for the Hackathon, allowing the event details to remain a secret and release only the necessary information.

# Sponsorships Team Lead

1. **Seek Sponsorships for the Club**

Outreach to companies and organisations to find new partnerships and sponsorships.

1. **Maintain Relationships with Club Sponsors**

# Quartermaster

1. **Maintain Cleanliness and Organisation Within the Clubroom**

Manage inventory databases, enforce correct storage of tools and components, and keep track of when components require restocking. This can also be assigned to a General Committee member designated as “Quartermaster”.

# Project Lead

1. **Manage Project Members**

Provide and allocate tasks for completion within their project, help those members meet their goals, and work towards project completion as a team.

1. **Organise and Run Meetings**

When necessary, conduct meetings with the Project Administrator and other project members to keep everyone informed on the current happenings within the project.

1. **Purchase Parts with Approval of Project Administrator**

Establish a project budget with the Project Administrator. Make purchases for the project within the approved budget and then seek reimbursement from the Treasurer.

1. **Record Progress and Documentation**

Maintain accurate documentation of the project while recording progress, setbacks, and overall wellbeing and interest in the project.

Non-Committee Roles

# Senior Advisor

Someone who has previously held a role within the club and has been appointed by the committee to mentor the current person holding office for that same role. They are invited to attend meetings but do not have voting rights unless they currently hold a position that grants them the relevant voting rights.

Responsibilities of a Senior Advisor changes based on the needs of the Committee and the experience of the Senior Advisor. The main responsibility involves consultation on areas in which they used to be responsible for within the club.