**UniCS – positions and responsibilities**

**Co-Chairs x2**
The two co-chairs of the society are responsible for managing UniCS and building relations with other societies.

**Secretary**
Responsible for maintaining committee minutes and documents, and assisting the co-chairs with meeting organisation. The secretary is not expected to take minutes for meetings of individual teams.

**Treasurer**
Responsible for managing the finances (including overseeing/managing sponsorships of the society and hackathons) of the committee and assisting the co-chairs with the management of the core teams. Also, he/she is expected to attend all committee meetings where convenient.

**Game Dev Director x2**
Responsible for all activities relating to game development, mainly focussed on workshops and game jams (hackathon for making games).

**Officers**
Officer roles sit on the core committee and are responsible for overseeing specific functions of the society. The current officer positions are as follows:

- **Events Officer**
  - Responsible for managing the events schedule, delegating the organisation of events to members of the events team, and overseeing the smooth running of the events team.

- **Procurement Officer**
  - Responsible for all purchases made by the society.

- **Dev Officer**
  - Responsible for overseeing the smooth running of the dev team, and discussing technical requirements with directors and officers.

- **PR Officer**
  - Responsible for creating and managing the public relations strategy, coordinating the purchase of branded material with the procurement officer, and overseeing the smooth running of the PR team.

- **Graphics Officer**
  - Responsible for discussing graphical requirements with directors and officers and overseeing the smooth running of the graphics team.