

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.