

## 5. **Key Roles & Responsibilities of Office Bearers**

### **President**

- Motivate members and build a welcoming environment.
- Spread awareness about the club and its vision, aim, and motive with other team members through various sources.
- Attract new members to the club, especially the juniors, to actively engage in the team and bring new ideas to the club.
- Make sure that we have active members from almost all Faculty/departments to help and support each other in various domains for the betterment of the club.
- Prepare a quarterly calendar of activities/events with the vice president, secretary, and other club members.
- There should be one large-scale event at the university level annually.
- Be a team player and empower others!
- Bring new ideas to develop the clubs

### **Secretary**

- Manage emails and keep everyone informed.
- Spread awareness about the club and its vision, aim, and motive through various sources along with other team members.
- Bring new ideas & plan events/ activities/ Conferences/ in the university with other members.
- Assist with planning and executing events, including venue, guests, audience, Prizes, certificates, banners & posters, invites, etc.
- Make sure that we have active members from almost all Faculty/departments to help and support each other in various domains for the betterment of the club.
- Divide the current active members into different groups for each block to make it more flexible and accessible.
- Ensure they start conducting some events or activities at least once a month under Anvaya.
- Bring new ideas to develop the club.

### **Joint Secretary**

- Ensuring content is up-to-date and engaging on social media.
- Keep everyone informed about all the happenings in the club.
- Spread awareness about the club and its vision, aim, and motive through various sources along with other team members.
- Prepare a list of your inspirations or mentors from the various Domains/Fields with the support of other members you wish to bring to the university as guests.
- Gather Information and prepare the list of colleges stream-wise for educational trips.
- Ensure all the club members stay active in their assigned work.
- Bring new ideas to develop the club.

### **Treasurer**

- Develop and present budgets for club activities or events.
- Manage funds of the club.
- Explore opportunities for fundraising and sponsorship to secure additional funding for club activities and events.
- Maintain and manage all account records to ensure accuracy and transparency in financial transactions.

### **Document Curator**

- Collect concise meeting minutes and share them with the group to ensure all members are informed and aligned.
- Maintain records and reports essential for the effective functioning of the club.
- Bring new ideas to develop the club.

### **Creative Head**

- Byte recording to capture key moments and highlights during club events.
- Manage posting pre-event and post-event details across all social media platforms to promote engagement.
- Curate and design creatives, including banners, posters, and event invitations, to enhance the effectiveness of the club and its agenda.
- Coordinate with the IT and digital teams to integrate technological solutions to enhance online presence.
- Maintain the club's website and social media profiles by regularly updating content to keep audiences engaged and informed.
- Bring new ideas to develop the club.
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### **Event Coordinator**

- Develop and organize events that align with the club's mission and academic goals.
- Oversee venue selection and setup
- Work closely with club members and faculty advisors to ensure smooth execution of events.
- Manage participant registration processes and track
- Serve as the primary point of contact for event-related inquiries and provide updates to club members.