



## Join the Committee!

Are you interested in energy or do you want to pursue a career in the energy sector? We are looking for enthusiastic individuals from all disciplines to join OES, one of the biggest undergraduate run societies in Oxford.

Being on the committee is the best way to get involved with OES and make links within the industry. No experience is necessary and we welcome applications from both undergraduate and postgraduate students. Choose a role with as much commitment as you are able to give and join a team of like-minded people. Benefits include committee meals out, cocktails and formals, a great CV booster and it's a lot of fun!

Roles open for applications:

- President
- Vice President
- Secretary
- Treasurer
- Events Officer
- Sponsorship Officer
- IT and Publicity Officer
- Graduate Officer

Read on for details.

Fill in this form by Monday of 6<sup>th</sup> Week (19<sup>th</sup> February) to apply

<https://goo.gl/forms/3QFZZx29O0BgCxNH2>

Email [president@energysoc.org](mailto:president@energysoc.org) for more information

## Description of Roles

### President

The President of Energy Soc holds responsibility for overseeing all of the society's activities, chairing committee meetings, and ensuring that the society fulfils its declared purpose as stated in the constitution.

Specific tasks:

- Delegating tasks within the committee, assisting committee members with their activities and ensuring deadlines are met
- Chairing committee meetings and managing changes to the constitution
- Overseeing the organisation of events for each term in collaboration with the team of events officers
- Sourcing ideas for new ways in which the society can fulfil its declared purpose; project management of new activities; liaising with other organisations
- Overall responsibility for the society; maintaining its well-respected reputation and dealing with any issues which may arise
- Handing over to the next committee and running elections. This is an extremely important task, as it is essential that no institutional memory is lost during the handover, and that all the necessary transfers are made (e.g. changing the signatory names on the bank account)

### Vice President

The Vice President is required to support the President in their role, and coordinate the team of events officers. The President and Vice President work closely throughout the year to support each other. Depending on the direction of the President, the Vice President may undertake responsibility for the following tasks:

- Organising the annual sponsorship event: a panel discussion including representatives from each of our sponsors, followed by a networking event
- Purchasing Stash
- Booking the Hilary term committee drinks
- Arranging committee meals
- Working with the events officers to invite speakers
- Taking a leading role in the running of the Wednesday evening lectures
- Organising trips

Key skills for the President and Vice President

The President and Vice President should be ambitious, personable, and organised. Additionally they should be: able to lead a team of people with widely varying skills and from different academic backgrounds; forward thinking and imaginative; and should have experience of working as part of a University Society.

Commitment Level: High level of commitment in both term time and holidays.

### Secretary

It is the Secretary's role to handle the administrative tasks essential to the running of the society.

Specific tasks:

- Re-registering the society with the University each term
- Organising the Fresher's Fair stall (i.e. booking the stall, organising a rota)
- Corresponding with the Senior Members of the society, whose role it is to provide assistance to the society with things such as booking venues and organising speakers (the Secretary should have a good idea as to what each Senior Member can help with)
- Writing up and distributing agendas before Energy Soc Committee meetings, taking minutes at these meetings, and distributing the minutes after the meeting
- Well organised, attentive to detail

Commitment Level: Moderate, less work required outside of term time

### Treasurer

The Treasurer is responsible for managing the society's funds, processing the purchase of memberships, facilitating monetary transfers, and processing expense claims.

Specific tasks:

- Creating the society budget for each term (divided up between specific activities, such as organising lectures, running socials, and purchasing items)
- Controlling the bank account, managing transfers and paying in cash
- Managing the cash box, bringing it to the required events
- Managing the payments of those financially supporting the society, as well as researching possible sources of funding
- Keeping detailed and up to date accounts, and submitting a summary each term to the Secretary for re-registration
- Numerical competence, organised, attentive to detail

Commitment level: Moderate, less work required outside of term time

### Sponsorship Officer

Securing sponsorship for the society is a vital task, and requires someone who is comfortable corresponding simultaneously with large numbers of business professionals. Strong communication skills are essential, as is enthusiasm and knowledge of the society.

Specific tasks:

- Updating the annual sponsorship document, to include multiple levels of sponsorship and a description of the society
- Sourcing sponsorship funding for the society (requires contacting appropriate firms over the summer vacation)
- Acting as a point of contact for each sponsor

- Working with the President and Vice President to organise the panel discussion and networking event
- Ensuring the society's obligations to each paying sponsor are met (e.g. banners are displayed at each event, logos appear on emails and website as stated in the sponsorship proposal)

Key Skills - Personable, organised, negotiating abilities

Commitment level: High during the summer vacation, but lower during term time

### **Publicity and IT Officer**

Effective use of publicity media (from posters to facebook) is a crucial element of ensuring high audience turn outs at our weekly lectures. Our website is basic, and can be managed with minimal IT experience. However, depending on your skill set, we would love someone who could undertake an overhaul of the site, or perhaps even design a new one! The IT element of this role is what you will make of it, and would be a great opportunity for someone looking to develop their IT capabilities.

Specific Jobs:

- Maximise the level of publicity for each event
- Create and distribute high quality posters for weekly events (distribution can involve the committee)
- Keep the facebook page up to date
- Set up the freshers fair stall with suitable publicity material, and develop some innovate ideas of how to draw people in to the stall
- Design and print the term cards
- Website control – the world is your oyster!

Key skills - Imagination and creative flare. Graphic design skills are useful, but this is also an opportunity to learn! Good IT capabilities would be extremely useful.

### **Events Officers**

The Events Officers are the heart and soul of Energy Soc, and are responsible for the success of each of the society's events. Ideally, we need four events officers, who organise three or four lectures each per year. We like to have event officers from a range of academic disciplines, so that the variety of our term card reflects that of our membership base. As an Events officer, you may be asked by the President and Vice President to organise a lecture for a specific week, or on a specific topic. However more often, you will be given creative licence to invite speakers on the topics you are interested in! The role often requires sending lots of invitation emails, but we find nearly all of whom we contact are enthusiastic and interested in the society.

Specific tasks:

- Lining up speakers for the weekly lectures, liaising with your speakers to ensure they are happy with the event arrangements, and meeting them at the event

- Running the weekly lecture events
- Assisting with other society events as requested by the President and Vice President
- Working with the publicity officer to develop effective advertising

Key Skills - Strong interest in the energy sector, creative ideas for lectures, interpersonal skills

Commitment level: High on the evening of your event, and invitation emails can be sent on an ongoing basis.

### **Graduate Officer**

The Graduate Officer coordinates events specifically targeted at the graduate members of the society. They have a large degree of creative licence, and there is a lot of potential to develop this element of the society.

Specific tasks:

- Organising events: seminars, socials, networking events etc. specifically for graduate students
- Aiding other Events Officers in required society-wide events

Key Skills: - Imagination, organisation, interpersonal skills Commitment level:

Moderate, higher in the lead-up to graduate events.