3.3 Terms of Reference of Society Committee Members

 3.3.1 Committee Chair

 \* Responsible for leading and managing their respective Society.

\* Chairs their Society meetings to discuss programs and annual plans of their Society.

\* Encourages students to join their Society and/or Clubs, as well as, persuading them to get involved in Society activities.

\* Plans and develops the necessary strategies to achieve the objectives of their Society.

 \* Attends SC meetings as a representative of their Society

3.2.2 Committee Vice-Chair – Treasurer

\* Maintains financial accounts of their Society and presents them monthly to the SC VP.

 \* Chairs Society committee meetings in the absence of the Committee Chair.

 \* Carries out the responsibilities of the Committee Chair during his absence.

 3.2.3 News letter Editor – Media and PR Society

\* Responsible for producing and presenting a draft copy of a newsletter for approval by the Committee, once a semester.

 3.2.4 Committee Media and PR representative

\* Attends their own Society committee meetings to seek out interesting stories or events that have occurred in their Society.

\* Attends the Media and PR Committee meeting and presents ‘copy’, in a format already agreed by the Newsletter Editor, of the stories or events that have occurred in their Society.

 3.2.5 Sports/Cultural Society representatives

 \* Responsible for promoting their sport or cultural activity to all MCUC students.

\* Attends their respective Society committee meetings to represent their sport or cultural activity.

 3.2.6 Committee Coordinator

\* Prepares the agenda for their respective committee meetings.

\* Takes minutes of their respective committee meetings and distributes them once approved by the Committee Chair.

**4.0 SC OPERATIONS**

**\*** The SC will be allocated an office from where it can conduct its business, but it will be responsible for its maintenance and security**.**

\* The SC will be expected produce its own constitution to be approved by the Head of SSU.

\* The SC will be responsible for generating all the funding required to pay for all of its activities through sponsorship

\* All committees will keep financial records that will be submitted to SC Vice President, who will provide a financial document that represents the SC for audit.

\* In time it is anticipated that the SC will develop its own Strategic and Operational Plans