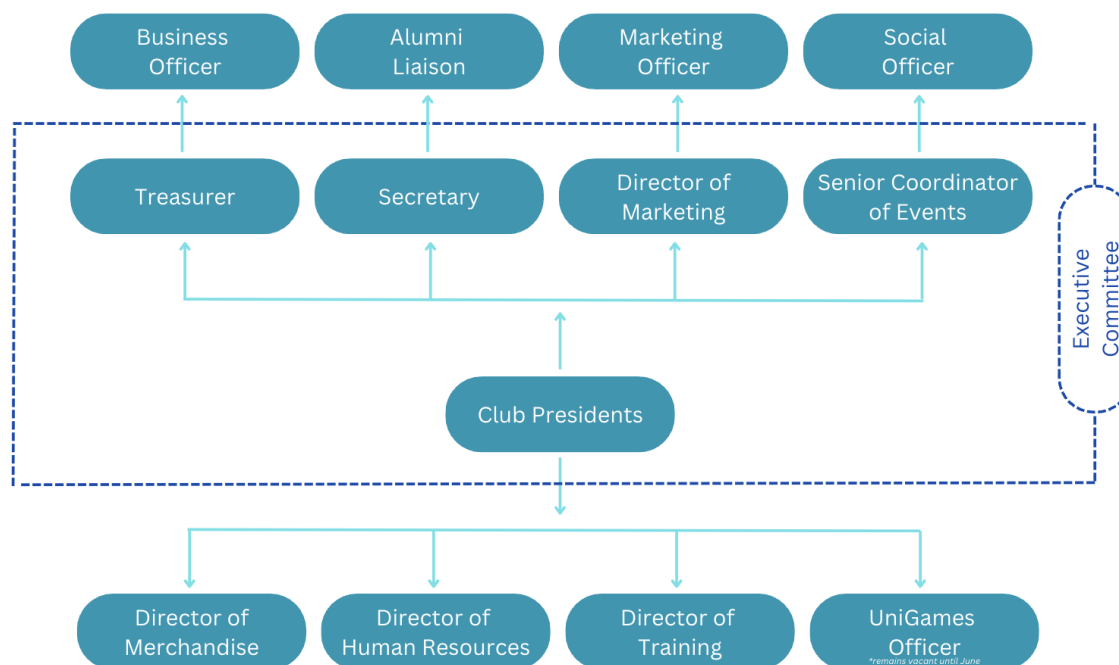


# 2024 Committee Elections.

## Committee Organisational Structure.



## Roles Open for Election.

- Club Presidents
- Treasurer
- Secretary
- Director of Marketing
- Director of Merchandise
- Senior Events Coordinator
- Director of HR
- Director of Training
- Business Officer
- Social Officer
- Marketing Officer
- Alumni Liaison

## Self Nomination Form.

<https://forms.gle/AEW62KiDBq7HtHhf7>

# Role Description.

## Club Presidents:

### Overview

- Held by two Individuals.
- Member of Executive.
- Oversees all Club Operations.

### Position Description

The Presidents are the heart of the club, and are responsible for the longevity of MURC. The Presidents are responsible for overseeing communication and collaboration between committee members, both executive and general members. The Presidents will work closely with all members of the committee ensuring that all decisions reached are made in the best interests of the club.

In this role, the Presidents will often assist leaders of portfolios in their operational tasks, in addition to leading and motivating all committee members.

As leaders of the Executive, the Presidents oversee all duties and club related activities. As the face of MURC, the Presidents are key in maintaining the relationship with the University and other external bodies.

### Specific Duties

- Oversee communication and collaboration between committee members.
- Assist Portfolio heads with operational tasks.
- Liaise with Monash University re participating in UniGames.
- Liaise with external bodies in club related activities and/or decisions.
- Prepare Presidential Report for the AGM.
- Ensure the requisite contacts and training is passed on to the incoming Club Presidents.

# Treasurer:

## Overview

- Member of Executive.
- Lead by the Club Presidents.
- Oversees all finances.

## Position Description

The Treasurer is responsible for the long-term and short-term financial security of the MURC. This requires the Treasurer to apply conservative and diligent financial planning during their year of office with future years in mind. The Treasurer must work closely with the Presidents and respective portfolio Directors to oversee the budgeting of all MURC initiatives, ensuring there are enough funds to cover events and relevant considerations.

All budgets must be approved by the Treasurer before any payments can be made, so it makes the job a time-intensive role, however it is extremely rewarding as you develop many skills that are extremely beneficial once in industry (or when applying).

## Specific Duties

- Responsible for maintenance and running of MURC bank account;
- Maintain the Clubs's financial records in accordance with prescribed accounting requirements;
- Ensure that money is not to be misused and used only for the benefit of the Club;
- Reimburse people for payments;
- Ensure documents are all organised (receipts, invoices, cheques, mail, payments and income) and prepare the Club's financial records for bi-annual audits;
- Advise on the budgetary constraints applicable to each Club initiative and event;
- Prepare a finance report to present to the Executive Committee at regular meetings, including budgets pertaining to all finance expenditure;
- Collect and deposit all income;
- Present a financial report at the Annual General Meeting;
- Liaise with the Clubs and Societies office on any prescribed financial requirements;
- Work closely with and direct the Business Officer; and
- Ensure the requisite contacts and training is passed on to the incoming Treasurer.

# Secretary:

## Overview

- Member of Executive.
- Lead by the Club Presidents.
- Oversees the running of the entire club.

## Position Description

The Secretary is responsible for all administrative duties pertaining to the MURC. This includes working closely with all members of the Executive Committee to assist them in their respective roles. The Secretary may also be required to act as a President's proxy in meetings where they President is unable to attend.

## Specific Duties

- Complete the AGM documents;
- Read through and maintain the MURC Constitution;
- Work with the treasurer to submit minutes for grants and audits;
- Manage receipt of mail, and club emails received;
- Be involved in all Social and Professional events, and orientation week events;
- Organise the AGM;
- Attend all MURC Meetings to record meetings and take minutes, and make them available to the Club; and
- Ensure the requisite contacts and training are passed on to the incoming Secretary.

# Director of Marketing:

## Overview

- Member of Executive.
- Lead by the Club Presidents.
- Oversees marketing of MURC:
  - Social media
  - Website
  - Newsletter

## Position Description

The Director of Marketing is responsible for the promotion of the MURC brand and all MURC events and initiatives to the students of Monash University and the wider community.

The marketing portfolio is immensely important in regard to how the MURC is perceived.

## Specific Duties

- Plan, implement and co-ordinate all marketing initiatives of the Club;
- Work with all members of the Executive Committee and Directors to promote the Club and its events;
- Manage the MURC Facebook Page and Group – coordinate postings and event launches and enquiries;
- Oversee the Marketing Officer in their duties;
- Oversee poster and website marketing design;
- Ensure the requisite contacts and training are passed on to the incoming Director of Marketing.

# Director of Merchandise:

## Overview

- Lead by the Club Presidents.
- Oversees:
  - MURC Merchandise
  - 776BC Uniforms

## Position Description

The Director of Merchandise is responsible for the introduction and design of MURC Merchandise.

The merchandise portfolio is immensely important in growing the presence of MURC across all campuses.

## Specific Duties

- Works closely with members of the Executive Committee and Marketing team to promote MURC Merchandise;
- Manage the Merchandise catalogue it 'up-to-date';
- Introduce new items and remove unpopular SKUs;
- Liaise with 776BC re competition and training uniforms;
- Ensure the requisite contacts and training are passed on to the incoming Director of Merchandise.

# Senior Events Coordinator:

## Overview

- Member of Executive.
- Lead by the Club Presidents.
- Oversees:
  - Fundraising
  - Introduction of New Events and continuation of Annual Events
  - Club Engagement
  - UniGames Events

## Position Description

The Senior Event Coordinator is responsible for overseeing the creation and success of Events run by the MURC. Working closely with many of the other members of the Committee, you will that MURC delivers safe and rewarding events to our members.

## Specific Duties

- Attend committee meetings, executive meetings and general meetings;
- Work closely with others in the organisation of events;
- Ensure that events organised by the Club properly comply with any rules and regulations applicable to that event, be it legal, Monash University-mandated, or any other rules that may apply;
- Organise the SuperFun Evening and introduce new events; and
- Ensure the requisite contacts and training are passed on to the incoming Senior Social Co Ordinator.

# Director of HR:

## Overview

- Lead by the Club Presidents.

## Position Description

The Director of HR is an important role within the committee, as this individual will help to ensure that members are aware of relevant policies and repercussions.

They will also assist in upholding the MURC Code of conduct and University rules and may be asked to be involved in the resolution of disputes by the Executive committee when deemed necessary.

## Specific Duties

- Work closely with Club Presidents to assist achievement of training sessions;
- Manage and develop the MURC Membership Database and mailing lists;
- Act to ensure members are aware of Policy and repercussions, however may not undertake disciplinary action without the oversight and approval of the Executive subcommittee;
- Ensure the committee is acting fairly and without bias, and make recommendations accordingly; and
- Ensure the requisite contacts and training are passed on to the incoming Director of HR.



# Director of Training:

## Overview

- Lead by the Club Presidents.
- Oversees:
  - Training Schedule
  - Session Plan
  - Training Sessions
  - Boat Allocation

## Position Description

The Director of Training is a vital role within MURC, and is responsible for the training of MURC athletes. This requires the Director of Training to generate session plans and put together appropriate crews for the purpose of training.

The Director of Training must work closely with Club Presidents to oversee the training of MURC, ensuring that all athletes feel valued within the program.

## Specific Duties

- Work closely with Club Presidents to assist achievement of training sessions;
- Liaise with UniGames Officer re allocating athletes to UniGames crews;
- Organise training schedule within the parameters of boat availability;
- Maintain the Club's training records to ensure a log of crews has been maintained;
- Ensure training sessions are organised, seeing athletes assigned to boats;
- Organise a formal trials process, in whatever form is appropriate and deemed satisfactory by the committee, and communicate this to members;
- Ensure the requisite contacts and training are passed on to the incoming Director of Training.

# Business Officer:

## Overview

- Lead by the Treasurer.

## Position Description

The Business Officer assists the Treasurer in the maintenance of the financial base of the club, and to ease their workload.

This is a great opportunity to develop your skills and be trained to step up to become the following year's Treasurer, if you so desire.

## Specific Duties

- Work closely with Treasurer to assist achievement of objectives and to learn prescribed financial procedures;
- Maintain the Club's financial records in accordance with prescribed accounting requirements;
- Ensure that money is not to be misused and used only for the benefit of the Club;
- Reimburse people for payments; and
- Ensure documents are all organised (Receipts, invoices, cheques, mail, payments and income) and help prepare the Club's financial records for bi-annual audits.

# Social Officer:

## Overview

- Lead by Senior Social Coordinator.
- Acts as a general member of the committee.

## Position Description

The MURC social team is responsible for providing students with opportunities to make new friends and assist with adjusting to university life.

With an outstanding reputation of running some of the biggest and most successful events, members of the social team will be provided with outstanding exposure to event management.

Members of the Social team will be required to assist in running our range of social events throughout the year.

## Specific Duties

- Assist with the planning, organising and running of our many social events;
- Lead the team for at least one event throughout the year;
- Liaise with venue managers;
- Create roles and rosters for all committee involvement/assistance;
- Create a budget and have it approved by the Finance Team and the Executive Committee; and
- Coordinate with the Marketing team for event promotion.

# Marketing Officer:

## Overview

- Lead by Director of Marketing.
- Acts as a general member of the committee.

## Position Description

The effective branding and promotion of the MURC and its events are a vital element in the success of the Society as a whole.

Under the guidance of the Director of Marketing, the Marketing Officer is responsible for ensuring each of the Club's events and other initiatives are effectively marketed to MURC members and the wider student community.

They are responsible for the design of MURC events/ promotional materials.

## Specific Duties

- Executing on-campus marketing of events under direction of the Director of Marketing (including lecture bashing, and its coordination);
- Ensure the Club is effectively branded to its various target markets in both professional and social aspects;
- Creating graphics – posters, brochures, social media banners, website and newsletter graphics;
- Creating Facebook events and co-ordinating its promotion on Facebook and the Website;
- Assisting the Director of Marketing to undertake O Week marketing requirements; and
- Assist the Director of Marketing in updating and managing the socials, and responding to queries when required, and seeking information from the Committee to facilitate the response.

# Alumni Liaison:

## Overview

- Led by the Secretary.
- Acts as a general member of the committee.
- Oversees:
  - Alumni Engagement
  - Alumni Events

## Position Description

The Alumni Liaison assists the Club President in the maintenance of the engagement with the Alumni members of the club.

As a new role being brought onto the committee to further engage with MURC's rich history.

## Specific Duties

- Works closely with Secretary in relation to external communications;
- Works closely with Senior Events Coordinator to organise and promote MURC Alumni Events;
- Facilitate events with members of the Alumni;
- Manage and develop the MURC Alumni Membership Database and mailing lists; and
- Ensure the requisite contacts and training are passed on to the incoming Alumni Liaison.

# UniGames Officer: *\*Remains vacant until mid-year 2024 SGM*

## Overview

- Lead by the Club Presidents.
- Oversees:
  - UniGames Master Spreadsheet
  - Boat Allocation
  - Event Entry into Rowing Manager

## Position Description

The UniGames Officer assists the Club Presidents in the facilitation of the MURC's biggest event of the year – UniGames.

With an outstanding reputation of hosting some of the largest squads, the UniGames Officer will be provided with an immense opportunity to showcase their organisational and management skills.

## Specific Duties

- Work closely with Club Presidents to facilitate the behind the scenes of UniGames;
- Work closely with Senior Events Coordinator to organise social events at UniGames – such as a Date Night and RedTalks;
- Work closely with Director of Training to streamline crews to maximise success, and facilitate UniGames crew training;
- Act as a point of information for UniGames; and
- Ensure the requisite contacts and training are passed on to the incoming UniGames Officer.