Group committee positions

Chair
- Carries overall responsibility for the smooth running and development of the group
- Chairs meetings
- Maintains regular contact with the University of Kent and ensures required records are submitted where necessary
- Has co-responsibility for the finances of the group

Secretary
- Manages the general correspondence
- Informs members of the committee meetings
- Maintains the minutes of the committee meetings

Treasurer
- Has co-responsibility for the finances of the group
- Has day-to-day management of the group’s accounts
- Makes payment of the group’s bills
- If appropriate, ensures that any gifts given are passed to the University so that the donor can be thanked and the gift processed in a timely manner

Events Officer
- Organises events: booking venues, liaising with caterers etc.
- Works with the publicity officer to promote events and manages registrations and any payments if required

Communications Officer
- Responsible for group communications about events/general news
- Produce a newsletter/regular events listing and/or and be responsible for a group Facebook page if appropriate
- Is responsible for publicity of the group’s events

External Outreach Officer
- Develops relationships with external partners (eg. other alumni groups or educational institutions etc)
- Responsible for outreach activities such as charity drives, engagement with year abroad students and student recruitment events

General Officer
- No set responsibilities but will sit on the committee to vote on matters and provide appropriate advice and networks where necessary
- No set number of General Officer positions, it depends on the size of the group