

*Below is a summary; turn over for further details on each position.*

**President**

- Oversees all members of committee and OxWIB activities

**President-Elect**

- Plans for the subsequent term

**Vice-President**

- Assists the President in creating and delivering the termcard

**Secretary**

- Oversees membership development and administration

**Events Co-Director (x2)**

- Organises the term's events and runs logistics for the term

**Sponsorship Director**

- Oversees the sponsorship drive and fulfilment of sponsorship contracts

**Sponsorship Representative (x2)**

- Acts as point of contact for sponsors

**Marketing Director**

- Oversees the branding and advertising reach of the society

**Marketing Representative (x2)**

- Assists the Marketing Director in creating branding and advertising material

**Development & Access Officer**

- Builds network with previous students and committee members for funding opportunities

**Membership Officer**

- Organises member, committee and college rep social events

**General Committee (x2-3)**

- Helps to run events and assists with the general running of the society

**Web Administrator**

- Updates and develops the website

If you have any questions about a specific role or about submitting an application, please email our president for Trinity 2019, Victoria, at [victoria.hasan@st-annes.ox.ac.uk](mailto:victoria.hasan@st-annes.ox.ac.uk)

## Details of Trinity 2019 Available Positions

### **EXECUTIVE ROLES**

***Apply at: <https://goo.gl/forms/JJGYVaQChFZfNC1r2>***

#### **The Vice-President**

- Assists the President in creating and delivering the termcard

Key responsibilities:

- Oversee the Events Co-Directors in creating the termcard over the summer vacation
- Oversee logistics of running events during term-time
- Coordinate between Events and Marketing to ensure good attendance

Key skills:

- Good leadership skills
- Excellent organisation

Great for:

- Developing leadership skills and running fantastic events

*Please note: The Vice-President is normally appointed internally; however, exceptional external applications will also be considered.*

#### **The Secretary**

- Oversees membership development and administration

Key responsibilities:

- Create and maintain a membership database, including membership cards
- Oversee the membership drive for new students
- Issue all member communication, including newsletter

Key skills:

- Good writing skills
- Excellent organization

Great for:

- Getting to know and building a network of talented students across the university

## DIRECTOR ROLES

**Apply at:** <https://goo.gl/forms/kOpa09JdDaBoFrXc2>

### The Events Co-Directors (x2)

- Organises the term's events and runs logistics for the term

Key responsibilities:

- Discuss and produce ideas for events
- Invite a broad range of speakers, panelists and workshop leaders
- Run event logistics including venue booking, and direct a small team

Key skills:

- Excellent communication skills
- Very organised and creative

Great for:

- Developing your organizational skills and putting on exciting events

### The Sponsorship Director

- Oversees sponsorship drive and fulfilment of sponsorship contract

Key responsibilities:

- Find new sponsorship from firms
- Communicate effectively with sponsors
- Oversee sponsorship representatives

Key skills:

- Excellent communication skills
- Good negotiation skills

Great for:

- Learning about a wide range of prestigious firms and businesses

### The Marketing Director

- Oversees the branding and advertising reach of the society

Key responsibilities:

- Design graphics and advertising material, including the Trinity termcard
- Ensure high attendance at events
- Coordinate branding and advertising efforts among Marketing Team

Key skills:

- Great writing and design skills
- Good organization skills

Great for:

- Getting the opportunity to shape and develop the OxWIB brand

*Please note: if you apply to be Marketing Director, you will have the chance to submit a portfolio for consideration. This is entirely optional and your application will not be impacted negatively if you do not submit one.*

## **COMMITTEE ROLES**

**Apply at: <https://goo.gl/forms/Bf7s5YfR2OuRPlol3>**

### **The Development & Access Officer**

- Builds network with OxWIB alumnae and increases accessibility of OxWIB

Key responsibilities:

- Get in touch with and regularly liaise with society alumnae
- Issue newsletter and other society communication to society alumnae
- Work with events team to organise events aimed at increasing access

Key skills:

- Excellent writing skills
- Good at contacting strangers

Great for:

- Connecting with previous Oxford students and finding out what they're up to now!

### **The Membership Officer**

- Organises member, committee and representatives' social events and OxWIB stash

Key responsibilities:

- Plan committee and college rep social events
- Organise member socials and events
- Organising and running our weekly members' drop-in events

Key skills:

- Sociable and fun!
- Highly organised

Great for:

- Putting on many social events and getting to know lots of people!

### **The Sponsorship Representatives (x2)**

- Acts as point of contact for sponsors

Key responsibilities:

- Send out sponsorship proposals
- Liaise with sponsors professionally
- Assist in delivery of sponsorship rights

Key skills:

- Good communication skills
- Good sales/pitching ability

Great for:

- Learning about different businesses and developing professional communication skills

### **The Marketing Representatives (x2)**

- Assists the Marketing Director in creating branding/advertising material

Key responsibilities:

- Design graphics and advertising material
- Write descriptions and articles
- Maintain social media presence

Key skills:

- Good writing, design and/or photography skills
- Interested in business!

Great for:

- Developing your design skills and working with a team

### **The General Committee**

- Helps to run events and assists with the general running of the society

Key skills:

- No particular skills needed - just enthusiasm!

Great for:

- Getting involved with OxWIB on a less time-consuming basis, gaining experience in various teams, and experiencing our culture.

### **The Web Administrator**

- Updates and develops the website

Key responsibilities:

- Keep website information up-to-date
- Develop new pages according to society's needs
- Boost website traffic and engagement

Key skills:

- Good eye for design and functionality
- Efficient and responsive communication skills
- (No need for previous web-design experience!)

Great for:

- Getting plenty of experience with website design!