

OXFORD UNIVERSITY MEDIA SOCIETY



HT20 Committee Role Descriptions

We are delighted that you are considering applying for a role on the OUMS Hilary 2020 committee. If you have any questions regarding the job roles below, please do not hesitate to get in touch with our incoming President, Adam Dalrymple, at vice-president@oxfordunimediasoc.com. **Good luck!**

Executive Committee

Vice-President

Manages the membership and ticketing for events. The main role next term will be to formalize and implement a membership scheme for the society.

Secretary

Oversees the Marketing and Events teams, ensuring good communication and delegation between the rest of the committee. Monitors the performance of committee members and manages the College Ambassador network to ensure maximum event reach.

Treasurer

Manages the finances of the society and works in tandem with the Sponsorship team. Responsible for the termly budget, processing invoices and payments, sponsor-related finances and ensuring general financial stability.

General Committee

Head of Marketing

Responsible for the overall brand image of the society as well as the wider marketing strategy for the term. Involves working closely with the marketing team on general duties, putting together a termcard and ensuring high attendance at speaker events.

Marketing Team - Digital Lead

In charge of the general upkeep of the society website and mailing list, along with social media duties. Additionally the creation of eye-catching graphics which maintain a consistent brand identity. Prior experience with graphics software preferred but not required (instruction can be provided).

Marketing Team - Communications Lead

Works alongside the Head of Marketing to manage social media channels, writing engaging copy with a view to widening the online presence of OUMS. Also in charge of communicating with other university societies.

Head of Events

Responsible for the smooth running of all society events. Works alongside the Exec, inviting speakers and organising events. Tasked with venue booking and general speaker logistics.

Events Team (x2)

Helps to invite speakers and comes up with creative ideas for new events. Works directly with the Head of Events to support event logistics, such as room booking and speaker queries.

Sponsorship Team (x2)

Oversees the Society's sponsorships and donations. Leading efforts to attract new corporate sponsorships and manage ongoing relationships with clients. Editing and improving our existing sponsorship pack.

Social Secretary

Organising regular social events for committee and members. Responsible for organising society stash and making sure everyone has a great time!