



CamBRAIN Society Executive Committee Elections 2015

Roles and Responsibilities of the Executive Committee Members

President

- Organising and chairing the executive committee (EC) and board of trustees (BoT) meetings, and overseeing the activity of other EC members,
- Editing and approving the activities undertaken by the society, including events, posts and blogs on the websites and social media, public engagement projects etc.,
- Promoting and representing the society amongst various groups and unions at the university and liaising with other neuroscience organisations around the UK and abroad (e.g. BNA),
- Providing regular executive reports on the society's activity to our funders (e.g. Cambridge Neuroscience Forum, ESRC),
- Securing funds for the society and ensuring its sustainable use.

Senior Treasurer

- Overseeing the accounts of the society as an *ex officio* member of the EC, not elected by the society members, but appointed by the EC.

Junior Treasurer

- Maintaining and checking the society's accounts,
- Recording a balance sheet to be reported to the senior treasurer,
- Taking a leading role in sourcing goods and materials for the society's events,
- Seeking funds to maintain the society's solvency, in conjunction with the president.

Secretary

- Ensuring the efficient operation of the society,
- Accompanying the president at relevant external meetings,
- Organising agendas and taking minutes at the EC and BoT meetings, and distributing them to the rest of the EC members,
- Communicating with the Cambridge University Students Union, the Graduate Union and other relevant university bodies and societies,
- Organising the AGM and voting system for the election of new EC members.

Social Secretaries (x2)

- Organising events for which the primary purpose is socialising or networking, including but not limited to talks, quizzes and pub meetings.
- Liaising with the junior and senior treasurers where the procurement of goods or materials is necessary for these events.

- Supporting other EC members in organising and running events, helping secure a venue, speakers, preparing posters, advertising etc.

Communications coordinator

- Ensuring that the society's website is maintained to a high standard. This includes making regular updates regarding the society's activities (events, projects, campaigns etc.),
- Regularly writing, editing, and sourcing news stories and blogs about the society's events and activities, and other items of interest from the wider neuroscientific community,
- Maintaining the high standard of the society's social media accounts by circulating regular and appropriate posts.

Outreach coordinator

- Promoting the society within Cambridge and beyond, through advertising and social media,
- Facilitating the society's interests in communicating science to the public via events and activities, including talks or seminars, or events held in conjunction with the Cambridge Neuroscience, and external organisations and institutions (e.g. Naked Scientists, British Film Institute, local schools and colleges),
- Coordinate the society's involvement in national and global campaigns related to the brain, brain health or neuroscience (e.g. brain awareness week, mental health awareness week).

Interest groups coordinator

- Deciding on a list of interest groups (e.g. brain art, neuroethics, global mental health, music) that will run throughout the academic year and putting together a team to organise events and activities, in conjunction with the social secretaries.
- Managing the individuals running each interest group,
- Overseeing all events related to the interest groups and helping source speakers, materials etc.

Note: The above mentioned responsibilities are not exhaustive, and are listed to provide a general overview (guidelines) for the distinct roles in the EC. The CamBRAIN EC has been designed not as a hierarchical organisation, but rather a fluid team that collaborates for maximum support provided to the members of the group.