



ICAEW MIDDLE EAST STUDENT COMMITTEE

CHAIR

- Chairing the executive committee meetings;
- Attending and supporting executive committee meetings;
- Representing students and ICAEW at key events. This may include public speaking at ICAEW Middle East events, career fairs and university visits;
- Hosting student events (opening the event, welcoming students and guest speakers, presenting guest speakers etc.);
- Working collaboratively with other committee officers to organise student events and have decision making authority on the strategy of the committee;
- Active communication and the sharing of best practice with other Chairs from International Student Network (ISNs);
- Representing (or arranging another representative) the society on the ICAEW Student Council (ISC);
- Helping to identify and train the next person for this post;
- Ensuring that the activities of the group are carried out in accordance with its constitution;

VICE CHAIR

- Act as the next in line to Chair of the committee and taking on the role of Chair should he/she be unavailable;
- Being an active ambassador for the committee and the ICAEW. This may include speaking at ICAEW public events, career fairs and university visits;
- Facilitate communications between the Chair and other committee members;
- Advisory role to the Chair on strategy of the committee;
- Develop relationships with fellow ICAEW students and be in a position to provide feedback to committee from fellow students;
- Undergo training in order to take on the role of Chair the following year;

EVENTS COORDINATOR

- Creating and maintaining an annual events calendar;
- Managing the event budget;
- Researching and securing a suitable venue or location including obtaining contracts when appropriate;

- Planning room layout (including registration desk) when appropriate;
- Managing event logistics including
 - liaising with venue, ICAEW staff, venue staff, guest speaker
 - organising name badges;
 - identifying and securing speakers/special guests/panellists/moderator (when appropriate);
 - organising panellist tent name cards (when appropriate);
 - organising lectern/microphones (when appropriate).
- Maintain event schedule;
- Act as event liaison ensuring all parties are aware of their responsibilities (e.g. Student Committee chairperson; speakers) and communicating all event-related information to all parties (e.g.: guests, ICAEW staff, speakers, student committee);
- Getting sponsorship when possible depending on the event;
- Liaising with ICAEW staff and other members of the student committee to promote the event, especially Social Media Chair;
- Handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;
- Post-event evaluation.

SOCIAL MEDIA COORDINATOR

- Responsibility for hands on interaction within social media presences (LinkedIn, Facebook, Twitter);
- Monitor social activity - find out what works, tweak and improve communications, tactics, campaigns etc.
- Respond to student queries posted online providing objective advice to current and potential students;
- Respond and react to changes within social networks - functionality, etiquette, reporting etc.
- Monitor and feed back to ICAEW staff relevant data, trends, successes, exceptions etc.
- Work closely with ICAEW staff to understand key messages and how to deliver them appropriately;
- Create and maintain ICAEW Middle East student committee Twitter account; maintenance includes presence, or in case you are unable to be present, deputise another student committee member to be present at events during which you will Tweet key points raised; encourage student committee members to re-tweet;
- Source relevant articles for discussion on LinkedIn and Facebook;
- Encourage dialogue via social media channels.

FINANCE CONTROLLER / ADMINISTRATOR

- Ensure the committee runs smoothly and efficiently;
- Organise dates, timings and agenda for quarterly student committee meetings;
- Book meeting rooms, write minutes and communicate updates to other committee members;
- Manage registration desk at events and work in collaboration with the events coordinator to ensure smooth running of event.