

# **Cambridge University Dutch Society**

## **Committee Function Description**

The Committee shall consist at least of a President, Secretary, Junior Treasurer and Senior Treasurer.

### President

The President is the general point of contact and represents the society. The main task of the President is to initiate Committee meetings, set the agenda and lead the meetings. The President keeps an eye on every event/task, makes sure everything will be executed as discussed in the meetings and encourages the other Committee members.

The President shall also be the point of contact for the Committee members of the Nederlandse Wereldwijde Studenten (NWS). He/she shall provide updates to NWS and write short pieces for the NWS newsletter if requested.

### Secretary

The Secretary communicates directly to the members of the society via email, Facebook and the website about upcoming events and other society related business. He/she makes sure that all online communication sources are up-to-date (Facebook, Dutch Society website, CUSU website, etc).

The secretary keeps track of the membership records and makes sure every Dutch student attending the events will sign up on the NWS website.

During the meetings the Secretary takes the minutes and distributes it afterwards to all the Committee members.

### Senior Treasurer

The Senior Treasurer audits the society's accounts yearly. He/she shall produce annual accounts, and shall submit these to the Junior Proctor by 31 December each year, along with the constitution and a list of the current committee members, to effect on going registration.

The Senior Treasurer shall help organising events and executing tasks, and encouraging Dutch students attending the events to sign up on the NWS website.

### Junior Treasurer

The Junior Treasurer is responsible for the general finances and shall prepare the annual budget. He/she keeps track of the budget of every event, shall do the payments and makes claims to NWS.

The Junior Treasurer shall help organising events and executing tasks, and encouraging Dutch students attending the events to sign up on the NWS website.

Other possible members (up to the current Committee to decide):

- *Vice President*  
He/she shall support the President and will take over the President's role if/when the President is absent.
  
- *Events Officer*  
He/she shall be responsible for the special events, like Sinterklaas, Koningsdag, Summer BBQ etc.
  
- *Symposium Officer*  
He/she will be responsible for the Symposium, if the Committee decides to organise one.