

COMMITTEE POSITIONS



THE ROLES WITHIN THE COMMITTEES OF CEDO NULLI!



CHAIR

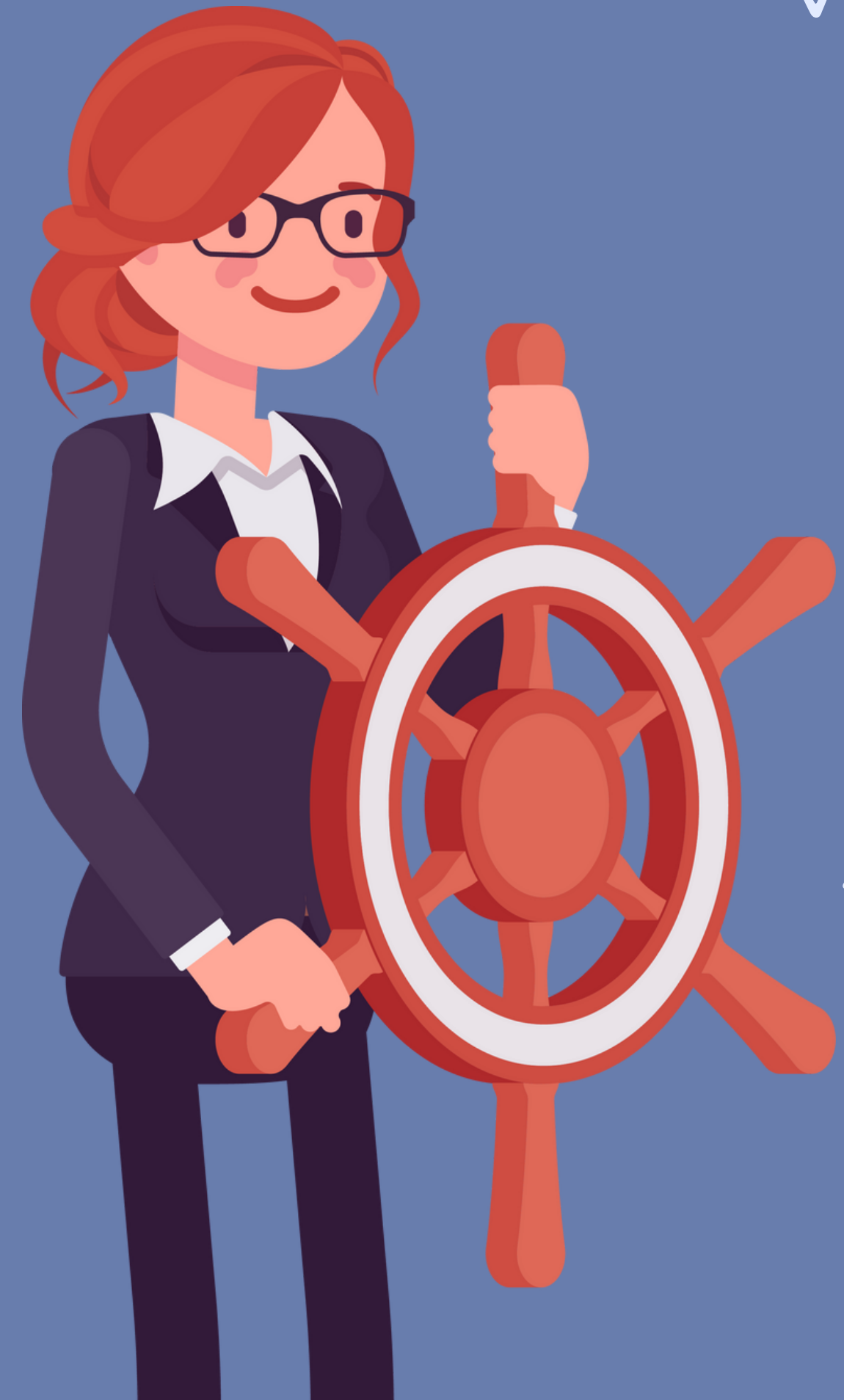
MAKING AGENDAS

KEEPING AN OVERVIEW

LEADING THE MEETINGS

CONTACT WITH SUPERVISOR

As the Chair of a committee you are expected to guide the committee on the right track. You make sure that things get taken care of, that communication stays clear, and that the Board Supervisor is up-to-date on the current state of affairs. Keep in mind that as a Chair you have more responsibilities than other members of the committee. So are you a responsible person who is capable of keeping an overview of what's going on? Chair is the way to go!



SECRETARY

WRITING MINUTES

RESPONSIBLE FOR EMAILS

PARTICIPANT CONTACT

ASSIGNING POINTS OF ACTION

The Secretary focuses on writing the minutes during a meeting. This is an important task: the committee depends on you to read what they need to do. Besides this, you will be answering most of the emails your committee gets and processing the subscriptions for activities. Secretary is more of a background role but in most committees you can do some other tasks as well. So would you like to be the backbone in a committee? Become the Secretary!



TREASURER

MAKE THE BUDGET PLAN

DEVIDE THE FUNDING

CONTROL COMMITTEE SPENDINGS

As the Treasurer of your committee, you will be responsible for the budget which you will make in collaboration with the Board Treasurer. You will learn how to make an estimate and in the beginning of the year you will prepare an estimate for your committee. Sometimes it will be a real challenge and puzzle to let everything fit in the budget, but that's also the fun part. It's also your job to keep an eye on your committee members, so they won't spend too much (or too little) money!



COMMISSIONER OF PROMOTION

CREATIVE WRITING
SOCIAL MEDIA CONTENT

PROMOTION OF EVENTS
MARKETING STRATEGIES

The Commissioner of Promotion is responsible for the promotion of the events a committee organises. You will promote the event and write a little piece of text to put on Facebook, create flyers and promotional video's (in programs such as Canva, Photoshop, InDesign and Illustrator) for an activity, and so much more! If you are outgoing, creative, have a lot of marketing strategies and all in all feel like you were born to be a Commissioner of Promotion, then search no more, apply for this position now!



COMMISSIONER OF EXTERNAL RELATIONS

**VENUES AND COMPANIES EMAILING AND CALLING
MAKE DEALS AND GET DISCOUNTS**

As a CER you will be responsible for all outgoing contact. In addition, you will be responsible for adding more contacts to the Commercial Relations System. Moreover, using these contacts you can come up with ideas for acquisition. In other words: if you add a lot of contacts and have a good plan of action, your committee may get their hands on extra budget! So, do you want to learn how to lobby and present yourself? Then we want you as Commissioner of External Relations!



DIVERSITY AND INCLUSION COMMISSIONER

STIMULATE COHESION **CONTROL THE BUDDY SYSTEM**
ORGANISING COMMITTEE TRIPS AND ACTIVITIES TOGETHER

The D&I Commissioner is not an independent position, but an added task for a person chosen within your committee during the first meeting. The task as a D&I Commissioner is to make sure everyone feels included within the committee and during the events you organise. You make sure that all the events that your committee organises are accessible for everyone and you will be responsible for the Buddy System! So do you like to create cohesion, include others and love to making new social contacts? Then you are the right person for this position!



EDITOR

SPECIAL TRAINING AND GUIDANCE **CONTENT EDITING**
MARKETING COMMITTEE EXCLUSIVE POSITION

This is a unique position compared to other committees and a new opportunity for you to truly develop yourself in editing. As the Editor of the committee you will be responsible for editing all the projects in the committee. This will involve working with multiple Adobe programs to create the final product. You will be in charge of the end products and will working on various projects together with your committee such as aftermovies, videos, and merchandise!



CAMERA OPERATOR

**SPECIAL TRAINING AND GUIDANCE CAMERA/VIDEO WORK
MARKETING COMMITTEE EXCLUSIVE POSITION**

This is a very exciting and unique position! As a camera operator, you are responsible for all camera/video footage captured for all projects. You can be as creative as you want in this role! Make sure to plan everything ahead of time, for example, if you want to organise a photoshoot for Cedo merch. Working with the camera may seem daunting at first, but don't worry, there is a wealth of resources available or you will receive a separate training session from the marketing officer to learn how the camera works.

