

NMS COMMITTEE PORTFOLIO

2009/2010

Position	Job Portfolio
President	<ul style="list-style-type: none">• Oversees the entire management of the Society• Responsible for the chairing of meetings• Overall charge of implementing activities during the tenure and ensuring efficiency within the committee• Advisor for Nottingham Malaysian Games <p>Requirement:</p> <ul style="list-style-type: none">• Past experience is a bonus• Needs to have good management skills• Must be self-composed and patient• Knowledge in basic IT and accounting are not essential, but would come in handy
Vice President	<p>Job description:</p> <ul style="list-style-type: none">• Manage non-sporting events of NMG• Aid the President with decision making where required• Perform President's duties if he/she is absent <p>Job specification:</p> <ul style="list-style-type: none">• Must be able to plan and coordinate large scale events• Must have good communication skills• Must be able to direct and motivate members/volunteers• Creative• Calm problem solver
Treasurer	<ul style="list-style-type: none">• Handle inflows and outflows of financial transactions within society• Required to be aware of society's financial condition, organized and meticulous. It is a year long responsibility with no breaks because all events require money!• Workload includes authorizing payments, completing grant forms and handling all event registrations.• For Notts Malaysian Games - in charge of

	<p>external payments and registration for all teams.</p> <ul style="list-style-type: none"> • Crucial to organize and plan out society finances for year 2010/2011. • Previous experience in being treasurer is not necessary but will be helpful.
<p>General Secretary</p>	<p>Job description:</p> <ul style="list-style-type: none"> • Calling up for committee meeting • Writing minutes for each meeting • Being a contact person to Student Union • Being a contact person to all committee members • Organising society's calendar • Being Admin Manager and co-director during Notts Games <p>Basic requirement:</p> <ul style="list-style-type: none"> • Basic Microsoft Word skills • Able to cope with stress, especially when involving big event like Notts Games • Consistent contact with Student Union for administration purposes
<p>Publicity Secretary</p>	<ul style="list-style-type: none"> • Maintain and update website. • Release newsletter to members to keep them updated. • Promote NMS events to members and non-members.
<p>Welfare Secretary</p>	<ul style="list-style-type: none"> • Organise Welcoming Fresher's Programme. <ul style="list-style-type: none"> ○ Search for volunteers. ○ Contact the sponsors, MSD and the freshers themselves. ○ Organize interesting events for them ○ Help them through their first year in Nottingham. ○ Help the freshers from Nottingham Trent University. ○ Promote them to join NMS. • Responsible for handling relief fund to help members with difficulties. <ul style="list-style-type: none"> ○ Fund comes from donation

	<p>campaign.</p> <ul style="list-style-type: none"> • Person to be contacted if the members want to organize any motivational or career talk that will involve all members . <ul style="list-style-type: none"> ○ Liaise with the Secretary for room booking. • Responsible for the Society Link Scheme. <ul style="list-style-type: none"> ○ Divide the Peer Link. ○ Arrange lists of foster families and freshers. • Handle food serving or refreshment for each NMS events when appropriate. <ul style="list-style-type: none"> ○ Hold the Liability Insurance certificate from trusted restaurants. ○ Consult with Catering Office, Portland to allow food serving. • Responsible for holding the Society First Aid kit in sporting and outdoor events. • Responsible for holding NMS stuffs and updating the inventories list. <p>Jobs Requirements</p> <ul style="list-style-type: none"> • Willingly to work actively throughout the whole year. • Approachable and helpful.
Sports Secretary	<ul style="list-style-type: none"> • Director of Nottingham Malaysian Games • Oversees the running and development of sports within members of Nottingham Malaysian Society
Social Secretary	<ul style="list-style-type: none"> • Responsible for festival events such as Hari Raya, Deepavali and Chinese New Year. • Responsible for bringing students to Goose Fair trip and Carboot trip. • Working closely with the welfare secretary to arrange the Foster Family programme. • Responsible for organising social events which are in the best interest of the society.