

APPENDIX B - EXECUTIVE ROLES AND RESPONSIBILITIES

President

- To provide strategic leadership of CIPFA STUDENT NETWORK
- Provide interface with / represent student issues at SMB
- Chair CIPFA STUDENT NETWORK Committee meetings
- Coordinate the organisation and promotion of national events
- Chair the annual CIPFA Student Conference
- Report on the activities of CSN to SMB

Vice President

- Deputise for / support President in the conduct of his/her duties
- Provide interface with / represent student issues at SMB
- Organise and promote events

Past President

- Deputise for/support President in the conduct of his/her duties
- Provide interface with/represent student issues at CIPFA National Council and SMB, as appropriate

Honorary Secretary

- Organise and promote events
- Deputise for President / Vice President as and when required
- Preparing Committee meeting agendas and taking minutes
- Scheduling committee meetings and sending out meeting correspondences
- Monitoring the CIPFA Student Network email inbox and coordinating appropriate responses to emails received.

Honorary Treasurer

- Receive and record all CIPFA STUDENT NETWORK expenditure in the prescribed format
- Produce quarterly and ad-hoc budget Vs actuals report
- Organise and promote events
- Arranging CIPFA STUDENT NETWORK Sponsorship
- Liaison with CIPFA Head of Corporate Partnerships regarding CIPFA STUDENT NETWORK sponsorship

Communications Officer

- Organising national strategic case study WhatsApp group
- Actively engaging CIPFA and promoting CSN events in Twitter, LinkedIn and via targeted emails etc.
- Coordination of regional student network / regional CIPFA committee and national student newsletter.
- Maintaining CIPFA Student Network webpage.

EDI Lead

- Lead and embed the CSN EDI strategy.
- Be actively involved in all the activities within CSN and provide practical feedback to ensure what CSN do is in line with the value of EDI.
- Engaging with the areas which are currently inactive in CIPFA student activities to understand best-practice and feedback to the CSN board.
- Act as the main EDI contact in CSN and attend monthly CIPFA EDI meetings, which take place on the third Wednesday of every month.