

## CIPFA Student Network Executive Roles & Responsibilities

### President

- To provide strategic leadership of CIPFA Student Network (CSN).
- Provide interface with/ represent student issues at Student Member Board (SMB) meetings.
- Chair CIPFA Student Network Committee meetings.
- Report on the activities of CSN to SMB and CIPFA Regional Team.

### Vice President

- Deputise for/ support President in the conduct of their duties.
- Provide interface with/ represent student issues at SMB.

### Junior Vice President

- Deputise for/ support President or Vice President in the conduct of their duties.
- Provide interface with/ represent student issues at SMB.

### Past President

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

### Secretary

- Preparing Committee meeting agendas and taking minutes, send agenda and minutes to all attending meetings.
- Scheduling Committee meetings and liase with CIPFA Regional Team.
- Monitoring the CIPFA Student Network email inbox and coordinating appropriate responses to emails received.

### **Treasurer**

- Receive and record all CIPFA Student Network expenditure in the prescribed format.
- Produce quarterly and ad-hoc budget Vs actuals report
- Arranging CIPFA Student Network sponsorship
- Liaison with CIPFA Regional Team regarding CIPFA Student Network Sponsorship.

### **Communication & Outreach Officer**

- Organise national strategic case study WhatsApp groups
- Actively engaging CIPFA and promoting CSN events on social media via targeted emails, and marketing campaigns. Assist the CIPFA Regional Team to update the CIPFA Student Network Webpages.
- Coordination of Regional Student Network/ Regional CIPFA committee and National Student newsletter.
- To be the main point of contact between CIPFA Student Network and CIPFA Regional Team.

### **Events Officer**

- Coordinate events and advise President of engagement and opportunities to represent the Council.
- Liase with CIPFA Regional Team to advertise and update webpages with relevant events.
- Assist Communication & Outreach Officer in promoting CSN events on social media via targeted emails, etc

### **Equality Diversity Inclusion (EDI) Officer**

- 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 inline with the value of EDI.
- Engaging with the areas which are currently inactive in CIPFA Student activities to understand best-practice and feedback to CSN board and CIPFA Regional Team.
- Act as the main EDI contact in CSN and attend monthly CIPFA EDI meetings, which take place.