

President

The President is responsible for overseeing all aspects of VicAI's operations and providing direction and guidance for the committee. The President should have experience within the society, a strong belief in its values and purpose, and a vision for moving VicAI forward. While other committee roles carry specific administrative tasks, the President's responsibilities are broader and more strategic in nature.

Responsible To

The President is elected by the members of VicAI and is responsible for representing the views and interests of the membership.

Responsibilities and Duties

- Oversee the smooth running of all VicAI activities, ensuring the society carries out its purpose in line with its constitution and regulations.
- Delegate and manage key tasks or new projects for the maintenance or improvement of society activities.
- Chair all committee meetings and general meetings, guiding discussion, ensuring all voices are heard, and facilitating decisions or votes.
- Oversee all committee decisions and communicate these clearly to members.
- Provide support, advice, and guidance to fellow committee members in fulfilling their responsibilities.
- Represent VicAI to the wider student body, the university, and any external organisations, maintaining relationships with key contacts such as sponsors or partners.
- Manage the annual general meeting, including overseeing elections and reports.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the membership.
- Work with the committee to develop an annual plan each term, setting priorities and tracking progress.
- Explore opportunities for collaboration with other clubs, departments, or external organisations to increase VicAI's impact.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively with members, committee, and external contacts.
- Is well informed of all VicAI activities and the broader landscape of artificial intelligence in education and industry.
- Is aware of the future directions and plans of the membership.
- Has a good working knowledge of the society's constitution, rules, and the duties of all office holders.
- Is a supportive and encouraging leader who balances ambition with the wellbeing of committee members.

Meetings

The President has the right to attend all meetings of VicAI and the committee. If the President is absent or unable to take the chair, the committee may elect another member to chair the meeting in their place. All matters discussed in meetings are determined by a majority of members present and voting. If votes are tied, the President holds the casting vote.

When chairing a meeting, the President should ensure a quorum is present before proceedings begin, work through the agenda while keeping to time, encourage participation from all attendees, and summarise points for and against before any vote or decision. After the meeting, the President should work with the Secretary to develop an action plan based on the minutes.

Estimated Time Commitment

The time commitment varies depending on the scale of VicAI's activities. Generally, expect to spend one to five hours per week on presidential duties. The President is appointed for a one year term.

Secretary

The Secretary is the chief administration officer of VicAI. This role provides the coordinating link between members, the committee, and outside agencies. The Secretary is essential in supporting and facilitating all society activities, mainly through completing administrative tasks and ensuring records are accurate and accessible.

Responsible To

The Secretary is directly responsible to the President of VicAI and the members of the committee.

Responsibilities and Duties

- Prepare the agenda for all committee and general meetings in consultation with the President, and distribute the agenda to attendees in advance.
- Make arrangements for meetings, including venue, date, time, and any hospitality.
- Send adequate notice of meetings by email, social media, or other appropriate channels.
- Collect and collate reports from committee members ahead of meetings.
- Take minutes at all meetings, writing them up as soon as possible afterwards and distributing them to the committee.
- Call for and receive nominations for committee positions ahead of the Annual General Meeting.
- Read, reply to, and file correspondence promptly on behalf of the society.
- Maintain a register of members' names and contact details, ensuring it is distinguished from a general mailing list and kept in line with data protection requirements.
- Maintain files of key documents such as the constitution, codes of conduct, risk assessments, and meeting minutes in a secure, shared location accessible to the committee.
- Act as the public officer of VicAI, liaising with members of the public, affiliated bodies, and university administration as needed.
- Coordinate handovers when new committee members are elected, collecting handover documents from outgoing members and distributing them to successors.
- Notify relevant university authorities of any changes in committee membership.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively in writing and in person.
- Is well organised and able to delegate tasks when needed.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the society's constitution and regulations.
- Is comfortable with digital tools for document management, communication, and record keeping.

Estimated Time Commitment

The time commitment varies depending on the level of activity. Generally, expect to spend one to four hours per week on secretarial duties. The Secretary is appointed for a one-year term.

Treasurer

The Treasurer is the chief financial management officer of VicAI, responsible for everything related to the society's finances. This includes maintaining accurate and updated accounts, preparing budgets, managing income and expenditure, and seeking sponsorship or grants to support VicAI's activities.

Responsible To

The Treasurer is directly responsible to the President of VicAI and the members of the committee. The Treasurer may also chair a Finance subcommittee if one is established.

Responsibilities and Duties

- Keep proper records of all VicAI's financial transactions, including the date, description, receipt, and amount for all income and expenditure.
- Prepare an annual budget and regularly update the committee on progress against it. Create individual budgets for specific events or projects as needed.
- Develop and implement control procedures to minimise the risk of financial exposure, ensuring that bills are paid and cash is banked securely.
- Make sure financial reports are available and clearly explained at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit or annual review of accounts is prepared each year, and arrange an independent review if required.
- Produce an annual financial report, including profit and loss statements, for presentation at the Annual General Meeting.
- Manage the society's bank account, ensuring it is held in VicAI's name with a minimum of two signatories who are current committee members.
- At the end of the Treasurer's term, hand over full authority to the society's bank accounts and ensure signatories are updated.
- Maintain an inventory of VicAI's property and equipment.
- Manage income streams, including membership subscriptions, sponsorship, and grants. Assess whether subscription fees are realistic both for funding activities and for student accessibility.
- Seek sponsorship opportunities by researching potential sponsors, preparing proposals, negotiating agreements, and maintaining ongoing relationships with sponsors.
- Apply for grants from university sources and external funding bodies where appropriate, preparing well documented applications.
- Ensure that all statutory returns are made if applicable, including any tax obligations.

Knowledge and Skills Required

Ideally the Treasurer is someone who:

- Is able to allocate regular time to maintain the books and keep records up to date.

- Can work in a logical, orderly manner and maintain accurate records.
- Is aware of the information that needs to be kept for annual reviews or audits.
- Has basic financial literacy and comfort with budgeting and accounting.
- Can communicate financial information clearly to committee members who may not have a financial background.

Estimated Time Commitment

The time commitment varies depending on VicAI's financial activity. Generally, expect to spend half an hour to two hours per week on treasury duties. The Treasurer is appointed for a one year term.

Senior Member

The Senior Member acts as an intermediary between VicAI and the university. This role brings experience, stability, and institutional memory to the committee, ensuring that the society makes well informed decisions and operates in compliance with university regulations. With a longer term of appointment, the Senior Member provides continuity as other committee members rotate through their positions.

Responsible To

The Senior Member is responsible to both the VicAI committee and the university administration. They serve as a liaison between the two, advocating for the society while ensuring compliance with university policies.

Responsibilities and Duties

- Keep abreast of the actions and activities of VicAI, attending committee meetings and staying informed about the society's plans and operations.
- Act as a liaison between VicAI and the university, providing information about the society to university authorities on request and representing VicAI in any formal proceedings.
- Seek to settle any preliminary disputes between the committee and the members before escalation to university authorities, acting as a fair and impartial mediator.
- Review the society's accounts in consultation with the Treasurer, ensuring they are in order and that all income and expenditure is legitimate and accounted for. Sign off on the annual accounts.
- Provide advice and assistance to the Secretary and Treasurer in carrying out their duties, drawing on experience and institutional knowledge to guide best practice.
- Represent and speak for VicAI in public forums or before university authorities when needed, including providing statements to media on behalf of the society in partnership with the committee.
- Ensure the society complies with university policies, including those relating to equality, freedom of speech, safeguarding, and harassment.
- Serve as a source of institutional memory, providing context on past decisions and helping new committee members understand the history and rationale behind existing practices.
- Ensure that a successor is identified and a thorough handover is completed before the end of their term, so that continuity and institutional knowledge are preserved.

Knowledge and Skills Required

Ideally the Senior Member is someone who:

- Has significant experience within VicAI or a similar organisation, and a thorough understanding of university regulations and policies.
- Can communicate effectively and diplomatically with students, committee members, and university officials.
- Is able to mediate disputes fairly and constructively.
- Has a good working knowledge of the society's constitution and financial practices.

- Is committed to the long term success and sustainability of VicAI.

Estimated Time Commitment

The Senior Member's time commitment is generally lighter than other committee roles, as the role is primarily advisory. Expect to spend around half an hour to one hour per week. The Senior Member is appointed for a term of up to five years, providing long term continuity for the society.