

Positions and Responsibilities

President (Executive)

Contact at any time for any issue/question

Oversee all Society events, maintenance, finances and meetings, assist with individual positions. Lead the society towards yearly and long-term goals.

Vice president (Executive)

Contact if the issue is regarding the president, or if you can't get in contact with the president

Assist the president and committee members in their roles

Secretary (Executive)

Facilitate meeting organisation and creation of meeting agendas, maintain well-recorded notes from general and executive meetings, communicate all records to available committee members on request, run proceedings of meetings.

Treasurer (Executive)

Manage the society bank account and provide affordable budgets for society events. All events must have a strict budget, to be provided in cash, prior to commencement of planning.

Undergraduate representatives

Act as a communication point between undergraduate students of your relevant level and ArchSoc, responsibility for at least one Society portfolio (each); the latter of these should be an overall record of ArchSoc and undergraduate relations throughout 2020 (relevant to your level).

Postgraduate representatives

Act as a communication point between Honours and Masters archaeology and history students, including those from other universities, members working in the procession, members who are not currently studying, Associate Members, and Honorary Life Members. Responsibility for at least one Society portfolio; this should be an overall record of both ArchSoc and postgraduate relations throughout 2020.

Dig It Editors

Coordinating, managing and editing Dig It, and overseeing an editorial subcommittee that will assist in producing the journal

Field Work Coordinator

Coordinating all of the Society's fieldwork and professional development workshops, and overseeing a subcommittee that will assist in organising and running fieldwork and workshops as required.

Social Coordinator

Organise and run events that are inclusive and representative of all members' interests, and ensure all events are financially viable. Overseeing a subcommittee that will assist in organising and running events as required.

Communications Officer

Advertisement of all Society events (in a time-conscious manner) on all social media accounts and over email as required. Maintenance of Society social media accounts and posts, and communication with members/the general public through social media accounts.

Membership Officer

Management and maintenance of ArchSoc membership lists, membership requests, and new membership accounts. Communication with members in response to any major changes that may affect them.

Indigenous Representative

Act as a representative for Indigenous students in the society, and ensure Indigenous students are engaged, and represented within the society. To be responsible for at least one Society portfolio.

History Representative

Act as a communication point between history students and ArchSoc, and endorse ArchSoc among history students in 2020. To be responsible for at least one Society portfolio.