



Below is a summary; turn over for further details on each position.

President

- Oversees all members of committee and OxWIB activities

President-Elect

- Plans for the subsequent term

Vice-President

- Assists the President in creating and delivering the termcard

Secretary

- Oversees external communication and administration for the society

Events Co-Director (x2)

- Organises the term's events and runs logistics for the term

Sponsorship Director

- Oversees the sponsorship drive and fulfilment of sponsorship contracts

Sponsorship Representative (x3)

- Acts as point of contact for sponsors

Marketing Director

- Oversees the branding and advertising reach of the society

Marketing Representative (x2)

- Assists the Marketing Director in creating branding and advertising material

Membership Director

- Oversees membership development and outreach

Membership Representative (x2)

- Assists the Membership Director in working on access and engagement with members, as well as developing alumnae relationships

General Committee (x3-4)

- Helps to run events and assists with the general running of the society

Web Administrator

- Updates and develops the website



If you have any questions about a specific role or about submitting an application, please email our president for Michaelmas 2019, Flora, at flora.leadley@exeter.ox.ac.uk

Details of Michaelmas 2019 Available Positions

EXECUTIVE ROLES

Apply at: <https://forms.gle/GLPahKC3DyZBb8xF7>

The Vice-President

- Assists the President in creating and delivering the termcard

Key responsibilities:

- Oversee the Events Co-Directors in creating the termcard over the summer vacation
- Oversee logistics of running events during term-time
- Coordinate between Events and Marketing to ensure good attendance

Key skills:

- Good leadership skills
- Excellent organisation

Great for:

- Developing leadership skills and running fantastic events

Please note: The Vice-President is normally appointed internally; however, exceptional external applications will also be considered.

The Secretary

- Oversees membership development and administration

Key responsibilities:

- Maintain the membership database
- Help with the membership drive for new students
- Issue all member communication, including newsletter
- Ensuring the smooth running of the committee

Key skills:

- Good writing and communication skills
- Excellent organization

Great for:

- Getting to know a wide range of people across the university and learning how to coordinate large teams

DIRECTOR ROLES

Apply at: <https://forms.gle/mp5Dw9JWrncJh1Wn8>

The Events Co-Directors (x2)

- Organises the term's events and runs logistics for the term

Key responsibilities:

- Discuss and produce ideas for events
- Invite a broad range of speakers, panelists and workshop leaders
- Run event logistics including venue booking, and direct a small team

Key skills:

- Excellent communication skills
- Very organised and creative

Great for:

- Developing your organizational skills and putting on exciting events

The Sponsorship Director

- Oversees sponsorship drive and fulfilment of sponsorship contract

Key responsibilities:

- Find new sponsorship from firms
- Communicate effectively with sponsors
- Oversee sponsorship representatives

Key skills:

- Excellent and highly professional communication skills
- Good negotiation skills

Great for:

- Learning about a wide range of prestigious firms and businesses

The Membership Director

- Oversees the society's membership and outreach

Key responsibilities:

- Organise and run the membership drive for new students
- Develop the society's access and outreach
- Plan committee and member social events
- Organise and run our weekly members' drop-in events

Key skills:

- Being friendly and welcoming
- Being happy to reach out to other societies and external organisations

Great for:



- Getting to know a network of talented students across the university and creating impact in their university careers

The Marketing Director

- Oversees the branding and advertising reach of the society

Key responsibilities:

- Design graphics and advertising material, including the Michaelmas termcard and issue of *Insight*
- Ensure high attendance at events
- Coordinate branding and advertising efforts among Marketing Team

Key skills:

- Great writing and design skills
- Good organization skills

Great for:

- Getting the opportunity to shape and develop the OxWIB brand

Please note: if you apply to be Marketing Director, you will have the chance to submit a portfolio for consideration. This is entirely optional and your application will not be impacted negatively if you do not submit one.



COMMITTEE ROLES

Apply at: <https://forms.gle/MmnWqJpKe8yxVJYV7>

The Membership Representatives (x2)

- Works with Membership Director to organise member and committee events, while also increasing accessibility of the society

Key responsibilities:

- Plan committee and member social events
- Liaise with society alumni
- Organise and run weekly members' drop-in events
- Work with events team to organise events aimed at increasing access

Key skills:

- Excellent writing and organisation skills
- Sociable and fun!

Great for:

- Getting to know lots of people, including both current and previous Oxford students

The Sponsorship Representatives (x2)

- Acts as point of contact for sponsors

Key responsibilities:

- Send out sponsorship proposals
- Liaise with sponsors professionally
- Assist in delivery of sponsorship rights

Key skills:

- Good communication skills
- Good sales/pitching ability

Great for:

- Learning about different businesses and developing professional communication skills

The Marketing Representatives (x2)

- Assists the Marketing Director in creating branding/advertising material

Key responsibilities:

- Design graphics and advertising material
- Write descriptions and articles
- Maintain social media presence

Key skills:

- Good writing, design and/or photography skills
- Interested in business!

Great for:

- Developing your design skills and working with a team

The General Committee

- Helps to run events and assists with the general running of the society

Key skills:

- Enthusiasm and willingness to get involved!

Great for:

- Getting involved with OxWIB on a less time-consuming basis, gaining experience in various teams, and experiencing our culture.

The Web Administrator

- Updates and develops the website

Key responsibilities:

- Keep website information up-to-date
- Develop new pages according to society's needs
- Boost website traffic and engagement

Key skills:

- Good eye for design and functionality
- Efficient and responsive communication skills
- (No need for previous web-design experience!)

Great for:

- Getting plenty of experience with website design!