

Maker Space Roles

MAKER CLUB
EXECUTIVE COMMITTEE 2026
APPLICATION GUIDE





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President

The President or Chairperson is the principle leader of the Maker club and has overall responsibility for the Maker club's administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible To

The President is elected by the Maker club members and responsible for representing the views of the Maker club members.

Responsibilities and Duties

The President/Chairperson should:

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Represent the club/group at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Knowledge and Skills Required

Ideally the President/Chairperson is someone who:

- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is a supportive leader for all organisations members.

Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson of the Maker club is 5 hours per week.

The President is appointed for a one year term.



Vice President

TLDR: Supports the President and runs vital parts of the club

Big overlap with president, to split the load between two peoples

- Manage committee and/or executive meetings.
- Manage the annual general meeting.
- Managing and improving internal systems of the club [website, event sign ups, facilitation strategy of events]
- Represent the club/group at local, regional, state and national levels.
- Act as a facilitator for club/group activities.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Secretary

The Secretary is the chief administration officer of the Maker club. This person provides the coordinating link between members, the management committee and outside agencies.

The secretary is directly responsible to the President of the Maker club and the members of

Responsibilities and Duties

The Secretary should:

- Prepare the agenda for club/group meetings in consultation with the Chairperson.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.
- Collect and collate reports from office bearers.
- Call for and receive nominations for committees and other positions for the club/group AGM.
- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Collate and arrange for the printing of the annual report.
- Maintain registers of members' names and addresses, life members and sponsors.
- Maintain files of legal documents such as constitutions, leases and titles.
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Can communicate effectively.



- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required as the Secretary of the Maker club is 3 hours per week.

Treasurer

The Treasurer is the chief financial management officer for the Maker club.

Responsible To

The Treasurer is directly responsible to the President of the Maker club and members of the Maker club.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully.
- Keep the club's books up-to-date.
- Keep a proper record of all payments and monies received.
- Make sure financial reports are available and understood 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 is prepared each year.
- Arrange the audit.
- Give the Treasurer's report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records.
- Able to work in a logical orderly manner.
- Aware of information, which needs to be kept for the annual audit.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of the Maker club is 3 hours per week.



Marketing

TLDR: Managing the marketing team and content roll out

- Promotes the club
- Maintain social presence of the club
- Draws up marketing action plan
- Manage social media pages
 - Posts to social media [reels, stories, posts]
 - Directs marketing content
- Manages deadlines [post deadlines]
- Talks to other information outlets to promote the club (eg UoA social media pages)
- Coordinating with collab coordinator

Well Being Officer

TLDR: Foresee and deals with conflict, advocates for wellbeing for members and exec

- Makes sure people at the events are happy
- Follows the Code of Conduct
- Talks to Provost, student engagement about major issues
- Attempts to resolve conflicts making all parties happy
- Forms a committee of exec to deal with major issues
- Advocates well-being for members and exec

Collab Guru

TLDR: talks to other clubs and orgs

- Manages relations and communications with other clubs
- Manages strategy and rules of engagement with collaborative partners
- Emails potential sponsors
- Manages relations and communications with sponsors
- Explore and reach out to other clubs to see how they tackle marketing, events, etc. to give us suggestions



Events Coordinator

TLDR: Manages and Plans Events

- Strategizing how events are run, with checklists, run-sheet, etc.
- Forecasting choke-points and processing issues during events
- Delegating roles and tasks for the exec to run the event to its utmost potential
- Being on site coordinator to make sure we stick to run sheet OR nominate on day coordinator

Vending Machine Manager

TLDR: Is in charge of managing everything related to the Vending Machine

1. **Vending Machine Manager - Role Description** Time Required: ~3-5 hours per week Who is the ideal candidate for this role? It would be awesome if you are a creator yourself, or have skills in web development, microcontrollers or some combination of the two. However, it's not a must-have. Here *are* the must-haves: You should be responsible, reliable and able to put in the time weekly which is required to keep the Vending Machine running. As the Vending Machine Manager you will be meeting new creators from all around campus, so you should be comfortable meeting new people and interested in learning about their unique backgrounds and creations! Role Breakdown: As an exec in the UoA Maker Club, you will:

As the Vending Machine Manager you will be in charge of:

- Attend weekly 1 hour Maker Club Exec Meetings
- Assist in running our Maker Club events (whether that be in planning, trialling or being present on the night)
- Checking on the Vending Machine weekly to ensure that it is functioning properly, items are safe and stock is replenished for any Maker Club initiatives (e.g. community stickers)
- Meeting with creators to add their items to the Vending Machine, test-vend their products, update prices and restock when items are sold out.
- Updating the Vending Machine database regularly with information on new items, sales and changes in prices
- Creating, reviewing and disseminating monthly reports on creator's sales
- Monitoring item turnover through Vending Machine and reaching out to creators regarding trends in their products' sales
- Keeping touch with the Maker Club community and chatting with members who create items which might suit the Vending Machine



General Exec

TLDR: Helps out where needed

- Every other exec is ALSO a general exec
- Helps out with running events, marketing for events and promoting the club
- Fills in holes where we need more help
- Takes over roles when person is MIA for an event [event coordinator, well-being, MC]
- Might have more specific roles or skills depending on the current state of the club and what is needed
- Specialized based on skills shown as the year goes