

Role descriptions for the Raise 2022 Committee

Introduction

Raise is run primarily by our committee, which meets weekly and is responsible for everything that we do. As an indication of the commitment level, the current committee estimates they spend an average of 3-7 hours a week working on Raise (though this varies a bit by role and throughout the year, and may be higher for the Vice-Presidents). For more information about the roles, see below.

Next year's committee will be also supported by a team of **Raise Reps**, recruited at the start of next year. Our reps are the backbone of our community; they're essential for spreading the Raise word through departments, societies and friendship groups, via social media, posters, leaflets (or other creative methods!). If you are interested in becoming an Raise rep, look out for our publicity in first term!

Vice-President (Sponsorship)

As head of the sponsorship and partnership team, you'll coordinate our relationships with university and corporate institutions. You'll lead the development of our sponsorship strategy, working very closely with the events team to understand their needs, build and maintain partnerships with a diverse range of institutions and secure their vital support for our operations throughout the year. As a vice-president, you'll also provide vital support to the president(s) with the running of the movement and general strategic direction. If you're very organised and good at cultivating relationships, this is the role for you!

Sponsorship Officer

Work with sponsors to ensure we can put on a high-quality Summer Party. You'll be able to devise your own strategy, determining what sponsorship we require, which partnerships to seek and how to seek them. You'll have the opportunity to approach a variety of corporate sponsors on your own initiative and hopefully build lasting relationships with them.

Vice-President (Events)

As head of the events team, you'll take responsibility for delivering impressive and impactful events throughout the year. You'll lead your team through all stages of the process, from deciding on the style and format of our events, to working very closely with the sponsorship team to secure the necessary support, to overseeing the planning and logistics and delivering on the day. As a Vice-President, you'll also provide vital support to the President(s) with the running of the movement and general strategic direction. If you can manage complex operations and have ideas for an amazing party, this is the role for you!

Events Officer

Our events officers are the creative and logistical brains behind our events, helping to bring our community together to celebrate. Our main event of the year is our Summer Party, but events officers also manage our Launch Party and Freshers' Event. The events officers get to leave their personal mark on our events, and are responsible for everything from selecting the location, catering, entertainment, decorations to planning all the logistics surrounding our events.

Vice-President (Fundraising)

As head of our fundraising team, you'll take primary responsibility for our bottom line: making sure that we raise as much money as possible and leading one of the largest fundraising drives in Warwick. You will work in very close collaboration with the publicity Vice-President to coordinate publicity strategy relating to fundraising. You'll also lead our team of rep coordinators and set Raise's fundraising strategy, including overseeing our critical donations period, working closely with the publicity team on their messaging and having scope to implement innovative new fundraising ideas. As a Vice-President, you'll also provide vital support to the President(s) with the running of the movement and general strategic direction. If you have a mind for strategy and are good at motivating a team this is the role for you!

Rep Coordinator

Be part of our team that recruits and manages a network of reps, and help build and maintain a positive culture in the wider Raise community. Each year our rep coordinators oversee our network of reps, which forms the backbone of our fundraising effort, from recruiting, interviewing and training through to motivating and engaging them during our donations period. You'll have regular contact both in person and online with reps from all across the student body. We're looking for someone who's very organised, has excellent interpersonal skills, and is able to keep a diverse and often busy group of students engaged!

Vice-President (Publicity)

As head of our publicity team, you'll be in charge of making sure that as many people as possible have heard of Raise and communicating our relatively complex narrative in a clear and compelling way. You will also work in very close collaboration with the fundraising VP to coordinate fundraising strategy and associated publicity. You'll lead your team in the creation and implementation of publicity schedules for each term across a wide variety of channels, including Facebook pages, mailing list, website, posters, leaflets, outreach events and press, as well as having the freedom to come up with your own creative initiatives and discover new publicity opportunities. As a Vice-President, you'll also provide vital support to the President(s) with the running of the movement and general strategic direction. If you're well organised, creative and have a solid understanding of our narrative, this is the role for you!

Publicity Officer

Become the voice of Raise and engage thousands of students across the university to spread the Raise message as widely, clearly and effectively as possible. You'll have a comprehensive understanding of our narrative, and work with the Vice-President to plan and write Raise's communications across a range of channels, including social media, our mailing list, bulletins and more.

Graphics Officer

Deploy your artistic side and graphic design skills to ensure that Raise has a consistent and effective design aesthetic across all the material we produce. Our graphics officer produces all of our graphic communications and resources, working with the communications officer on social media posts and designing and/or updating key documents. There will be scope to reuse some graphics from last year, or come up with your own fresh designs.

Secretary-Treasurer

Our secretary-treasurer is essential for ensuring the committee functions smoothly; they are responsible for creating and maintaining our annual budget, as well as vital administrative work such as administering the society bank account, maintaining our society records and constitution, booking rooms for meetings and smaller scale Raise events, and taking meeting minutes.