# Why run?

- Contribute to university experience of DoC students
- Learn unique and valuable life skills
  - Management
  - Large-scale events
  - Finance and legal
- Career capital (not just "iT WiLl LoOk gOoD oN yOuR cV")
- It's fun

# Everyone is expected to…

- Help find and negotiate with sponsors
- Help out at events
- Reply to emails and Facebook messages
- Attend regular meetings

The positions...

# Postgraduate Officer

- Build and maintain relationships with postgraduate members
- Liaise with postgraduate reps to increase engagement
- Work together with the Academic Events Coordinator to deliver academic/research events

Incumbent: **New!**

# GameDev Officer

- Organise and oversee GameDev meetups
- Oversee the GameDev budget
- Lead DoCSoc contribution towards organising HealthHack
- Manage loaning of gaming-related equipment to members
  - Oculus Rift
  - Games consoles

Incumbent: **Athithan Dharmaratnam**

# Webmaster

- Oversee maintenance and development of the DoCSoc and IC Hack website and hub, as well as the Sponsors' Portal
  - Sponsors' logos
  - Internal site
  - Events list
- Create and maintain software tooling to assist the committee in their duties

Incumbent: **George Soteriou**

# Marketing & Publicity Officer

- Manage DoCSoc and IC Hack's branding
- Create posters and flyers for events where necessary
- Create and manage Facebook events
- Update social media (Facebook, Twitter, Instagram, Snapchat)
- Design and order swag

Incumbent: **Fawaz Shah**

Imperial College Department of Computing Society

# Secretary

- Send out weekly "Digest" emails
- Send sponsored mailshots
- Respond to general emails
- Organise and take minutes of meetings

Incumbent: **Kelvin Zhang**

# Events Officers (x3)

- Run events
- Make sure food, drink and other amenities are ordered
- Organise volunteers to help at each event where needed
- Work with Marketing & Publicity Officer to publicise events
- Be responsible for setup and pack down of events

Incumbents: **Serene Chongtrakul**, **Szilveszter Szekely**, **Anindita Ghosh**

# Academic Events Coordinator

- Organise events such as UROP 101, Internship 101, Reading Groups
- Create and run schemes such as CV mentoring
- Liaise with Department to identify suitable events to run
- Work with Marketing & Publicity Officer to publicise events
- Work with Events Officers to run events

Incumbent: **Jack Pordi**

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# Social Events Coordinator

- Find interesting social events e.g. Trampolining, Go-Karting
- Book venues and set dates for social events e.g. Bar Nights, Revel, End Of Year Dinner
- Delegate events to be run by Events Officers
- Work with Marketing & Publicity Officer to publicise events

Incumbent: **Jayati Sarkar**

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# Industrial Events Coordinator (x2)
## (FINANCIAL RESPONSIBILITY*)

- Liaise with sponsors to organise suitable dates for events
- Book event venues e.g. Imperial room bookings
- Delegate events to be run by Events Officers
- Work with Marketing & Publicity Officer to publicise events

*it is strongly advised that those running for positions with Financial Responsibility have **prior society committee experience** at Imperial, as part of DoCSoc, IC Hack or another ICU society. This is because of the size and volume of financial transactions and obligations that DoCSoc typically has.

Incumbent: **Rohan Pritchard** and **null**

Imperial College Department of Computing Society

# Treasurer
## (FINANCIAL RESPONSIBILITY*)

- Create & manage budget
- Monitor revenue and expenditures
- Approve expenditure claims
- Raise invoices and purchase orders
- Liaise with ICU Finance

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Incumbent: **Rachel Lee Mekhtieva**

Imperial College Department of Computing Society

# Vice-President
## (FINANCIAL RESPONSIBILITY*)

- Manage day-to-day running of society
- Make sure duties are being fulfilled
- Co-Direct sponsorship seeking with President

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Incumbent: **Alessandro Bonardi**

Imperial College Department of Computing Society

# President
## (FINANCIAL RESPONSIBILITY*)

- Oversee everything
- Keep an eye on budget
- Build working relationships with other socs, dept and Union
- Co-Direct sponsorship seeking with Vice-President

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Incumbent: **Inara Ramji**

Imperial College Department of Computing Society

**12:00, Friday 1 March** – Nominations close

**14:00, Tuesday 5 March** - Manifestos due

**13:00, Wednesday 6 March** - Campaigning begins and manifestos published

**12:00, Monday 11 March** – Voting opens

**14:00, Thursday 14 March** – Voting closes

Imperial College Department of Computing Society

# Department of Computing Society

Imperial College London

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