



**So you want to
run for DoCSoc?**



Why run?

- Contribute to university experience of DoC students (our mission!)
- 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





Events Officer (3x)

- 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
 - Make event on FB
- Be responsible for setup and pack down of events
- Get deliveries from Union

Incumbent: Eugene Lin, Iulia Ivana, Viet Nguyen



Hackathons & Large Events Coordinator

- Pre-planning for all major events (IC Hack, Sponsors' Exhibition, Welcome Fair, Health Hack)
 - Off-cycle work
- Creating sponsorship proposals for relevant events
- First point of contact between DoCSoc and College Events team (logistics role)
- Liaises with Sponsor's Liaisons for sponsor events

Incumbent: **New!**



Postgraduate & Alumni Liaison

- Build and maintain relationships with postgraduate members and DoC alumni
 - Organise social events (postgraduate bar nights; afternoon tea)
- Liaise with postgraduate reps to increase engagement
 - MSc/MRes; PhD (Dep Rep, CDT cohort reps)
- Contribute to the social element of postgraduate members
- Reach out to industrial research teams for talks and networking events.
 - e.g. FAIR, DeepMind
 - Imperial PhDs/faculty with ties to the companies

Incumbent: Rachel Lee Mekhtieva



Marketing & Publicity Officer

Specific Responsibilities

- Posting regularly on social media (Facebook, Twitter, Instagram, Snapchat)
- Creating Facebook events and creating Facebook event banners
- Designing and **ordering** lots of DoCSoc swag (e.g. Freshers + Careers Handbooks, hoodies, t-shirts, beanies, committee stash)
- In charge of the IC Hack Marketing + Swag team (branding team)

Highlighted periods

- Pre-autumn term
 - Freshers swags
 - Careers' Handbook
- Beginning of autumn term
 - Many, many events
- IC Hack!

Incumbent: Rosemary Ng



Secretary

- Send out Weekly Digest emails
- Send sponsored mailshots
- Respond to general emails
- Organise and take minutes of meetings
- Write occasional blog posts

Incumbent: Radostin Petrov



Webmaster

- Build and update the tools for committee:
 - Member scanning app and service
 - Slack automation using Marvin Bot (our friendly automation bot)
- Make and maintain online services for our members:
 - Mums and Dads
 - Sponsor Portal
 - DoCSoc website
 - IC Hack website and hub
 - DoCSoc Minecraft server :O

Incumbent: George Soteriou



Academic Events Coordinator

- Organise events such as UROP 101, Internship 101, Reading Groups
- Organise DoCSoc Education workshops such as Intro to Vim, Python courses, Raspberry Pi etc.
- 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: Azhara Assanova



GameDev Events Officer

- Organise Events related to games
 - Social Events such as V and A Game Design Museum Tour
 - Academic Events such as HCD or Game AI talks
 - 1 Day Game Jams
- Oversee the GameDev Budget
- Manage the game equipment for events and loans
 - Oculus Rift
 - Games Consoles
- Lead the organisation for Health Hack

Incumbent:
Athithan
Dharmaratnam



Social Events Coordinator

- Find interesting social events e.g. Ice-Skating, Mini Golf
- 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: Kriti Sapra



Sponsors' Liaison and Industrial Events Coordinator (x2)

- Reach out to existing and new sponsors during the summer
- Liaise with sponsors to organise suitable dates for events
- Liaise with Events Officers to book event venues
- Work with Marketing & Publicity Officer to publicise events

Incumbent: Tiger Cross & Clara Lebbos



Treasurer

(FINANCIAL RESPONSIBILITY*)

- Create & manage budget
- Monitor revenue and expenditures
- Approve expenditure
- Manage contracts for DoCSoc and IC Hack
- Take financial initiative to ensure payments are made
- Liaise with ICU Finance

*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: Anindita Ghosh



Vice President

(FINANCIAL RESPONSIBILITY*)

- Day-to-day running of the society
 - Including firefighting 🔥 🚒
- Co-directing sponsorships and invoicing with other FR roles
- Have a good knowledge of DoCSoc's operations (including big events)
- “DoCSoc wildcard”

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Incumbent: Rayan Hatout



President

(FINANCIAL RESPONSIBILITY*)

- Liaise with many, many stakeholders (Union, CGCU, DoC, etc.)
- Making sure duties are fulfilled
- Co-directing sponsorships and invoicing with other FR roles
- Providing overall vision to the society

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**Incumbent: Kelvin
Zhang**

Imperial College Department of Computing Society



Department of Computing Society

Imperial College London

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