



GAMMA.CON  
G.P.O BOX 2124  
Canberra ACT 2601

ABN- 95 597 707 962

10/10/2016

GAMMA.CON SOCIETY  
Executive Position Roles  
Position Brief

Secretary

- Attend meetings and take minutes of the meetings to facilitate communication between committee members
- Supports the executive committee in administrative affairs
- Is the public officer for the committee for official affairs

Treasurer

- Collect, receives and authorise payments made by GAMMA.CON
- Keep correct accounts and books with regards to GAMMA.CON's financial affairs
- Maintain appropriate policies and procedures with regards to abovementioned financial affairs

Vice Convenor

- Shares and takes on duties when members of the executive committee is unable to do so
- Planning and organising of approved side events relevant to GAMMA.CON
- Support the Convenor in the Convenor's duties

Convenor

- Leads and direct the committee towards GAMMA.CON's goals
- Ensures the committee fulfil its responsibilities for the success of GAMMA.CON
- Optimise and maintain the relationships between the committee and all other interest parties
- Spokesperson for GAMMA.CON