

Design & Media Society Constitution

Last Updated: 6th March 2025

Design & Media Society Constitution

Committee Roles and Responsibilities

The committee must consist of the following mandatory roles: Chairperson, Secretary, Treasurer, Public Relations Officer, and Events Officer.

Additional roles may include: Vice-Chairperson, Social Media Officer, Equipment Officer, and Ordinary Committee Member.

1. Chairperson: Overseeing all society affairs, delegating tasks to the Committee, representing the committee and society in public.
2. Vice-Chairperson: Supporting the Chairperson in named tasks.
3. Secretary: Responsible for all outgoing society communications, taking minutes during meetings.
4. Events Officer: Contacting venues for events, ensuring all aspects of events are organised and on schedule.
5. Treasurer: Creating the budget, keeping records of receipts
6. Public Relations Officer: Creating advertising and designs in the form of posters and social media designs.
7. Social Media Officer: Advertising events on Instagram through posts, reels, and stories, creating captions for posts, answering direct messages.
8. Equipment Officer: Booking equipment, ensuring it works properly and is maintained.
9. Ordinary Committee Member: Supporting other committee members with their tasks.

Aims of Design & Media Society

- Create a comfortable community for students in design-based courses.
- Create connections between different students as well as between students and professionals.
- Improve students' understanding of the design industry.

Goals of Design & Media Society

- Improve students' skill set by skill building workshops and events.
- Increase students network possibilities with professionals by bringing in a variety of guest speakers.
- Increase the dynamic between students in design-based courses. Help to build the inspiration and understanding of the course.