



**McMaster Amnesty**  
*Executive Duties*



**ALL POSITIONS:**

- Commit to Mac Amnesty
- Attend and help execute all Mac Amnesty events
- Work together with other executive members professionally
- Attend all meetings – general and weekly executive meetings on Sunday evenings
- Know what is going on with the club at all times – upcoming events, important administrative issues, etc.
- Be knowledgeable about Amnesty and its current issues of focus
- Check Amnesty LearnLink forum on a daily basis

**PRESIDENTS:**

- Represent Mac Amnesty when communicating with other clubs and organizations
- Coordinate with Amnesty International in Ottawa
- Have an agenda for executive meetings
- Direct executive meetings
- Coordinate the application process for new executive members
- Work with Treasurer as signing authority for the club bank account
- Ensure that the executive committee is working professionally
- Responsible for overseeing that all members of the committee are fulfilling their executive duties
- Remain active on the Hamilton level during the summer
- Organize a calendar for the upcoming year's events
- Plan exec socials

**SECRETARY:**

- Take minutes at meetings and distribute them to the executive committee efficiently, and promptly
- Send emails out to general members regarding upcoming events and important notices
- Check the Mac Amnesty Gmail and MUSS account on a daily basis (update contact lists, check incoming emails, etc.)

**TREASURER:**

- Manage Mac Amnesty finances
- Prepare a budget for the club
- Manage the Mac Amnesty bank account
- Distribute and collect funds appropriately
- Responsible for getting in touch with the co-Presidents for depositing and withdrawing money from the bank (signing authority)
- Have an organized spreadsheet throughout the year that clearly shows where and how our funds are being used and it should show the balance of money in our bank account
- Manage cheque-book
- Create end-of-year financial report

### **EXTERNAL LIAISONS:**

- Communicate with groups and clubs on campus to organize events
  - MANDATORY to attend Hamilton-based Amnesty meetings on a monthly basis and report updates to Mac group (1ST Monday of every month)
  - Organize high school outreach program
  - Connect with off-campus social justice organizations to arrange volunteer opportunities for general members
  - Keep group updated with Amnesty International events that are occurring Canada-wide
  - Collaborate with other clubs for fundraisers and events
  - Keep an updated knowledge of campus-events that are related to human right advocacy, and
  - Keep the Amnesty general members updated on these events
- \*Note: These responsibilities will be divided between two external coordinators*

### **PROMOTIONS REPRESENTATIVE:**

- Create posters and advertisements regarding upcoming events
- Come up with ideas to raise awareness about Mac Amnesty and the services that it provides (e.g. promote the club's website and online forum for general members)
- Connect with The Silhouette, McMaster's radio station, Daily News, Hamilton Spectator, and other Hamilton media
- Update the LearnLink forum regularly and manage the Facebook group/create Facebook events to promote upcoming Amnesty events
- Photocopy posters and get them signed from MSU Underground Design and Copy
- Book banner space, and make banners

### **EVENTS CO-ORDINATOR:**

- Book rooms for events and general meetings on time
- Coordinate events such as movie nights, guest-speakers, general meetings, etc.
- Coordinate with Promotions and Fundraising to see that everything is taken care of when planning an event
- Book tables

### **FUNDRAISING REPRESENTATIVE:**

- Organize fundraising activities
- Manage annual concert (i.e. coordinate venue and acts)
- Organize bi-monthly bake sales
- Get sponsorship from external organizations (Titles, Boston Pizza, etc.)
- Coordinating general members who express interest in getting involved with Mac Amnesty

### **FIRST YEAR REPRESENTATIVE:**

- Inform first year students about Mac Amnesty and upcoming events
- Make announcements during first year classes
- Make posters about events, and post posters around campus
- Mail out all signed letters from letter-writing events
- Assist Webmaster with making bi-weekly posts for Human Rights Update blog

### **WEBMASTER:**

- Regularly update the group website for upcoming events
- Must have thorough knowledge on how to manage a website
- Must monitor online forum
- Post photographs of events on the website
- Set up a blog on the website for general members; make bi-weekly "Human Rights Update" post (i.e. provide info./website links/online petitions regarding a few prevalent human rights injustices/successes to keep members educated about human rights issues)