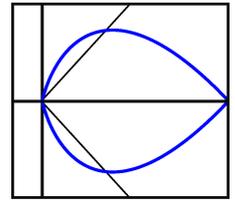




**UNIVERSITY OF  
CAMBRIDGE**

Department of Engineering



GEOTECHNICAL  
SOCIETY

## Cambridge University Geotechnical Society Committee Positions

The election of the new committee for the 2017/2018 academic year will take place at the **Annual General Meeting (AGM) on Wednesday the 31<sup>st</sup> of May**. Below are the committee positions to be filled, and a brief explanation of what each role involves, with the approximate workload in brackets. Candidates must be proposed and seconded by two members before midday on Monday 29<sup>th</sup> of May. Committee members must be full-time undergraduate or postgraduate students of the University.

Position	Description of role
<b>Chair</b>	The role of the chair is to look after the general running of the Society. More specifically, the chair organises and chairs committee meetings, arranges speakers for seminars and promotes the Geotechnical Society within the University and industry. This particularly involves a strong collaboration with the other members of the committee. (2h per week)
<b>Secretary</b>	The primary role of the secretary is to communicate the events of the Society with the members and the wider engineering community. In addition, the secretary manages the Society website and minutes committee meetings, which are held roughly every 2 months. (1.5h per week)
<b>Junior Treasurer</b>	The treasurer is responsible for managing the finances of the Society. This includes ensuring that the necessary payments are made for costs associated with events, requesting sponsorships from companies and ensuring updated communication with existing sponsors, giving advice to the committee on the feasibility of planned events based on costs, and preparing the required financial reports. (1h per week)
<b>Seminars coordinator x 2 or 3</b>	Each seminar coordinator oversees one seminar per term. This involves contacting and liaising with a speaker identified during committee meetings, booking a venue and catering, compiling a flyer, and introducing the speaker on the night of the talk. (1h per week)
<b>Site visits coordinator</b>	The site visits coordinator is in charge of finding and organising site visits for members of the Society to attend, with the aim of organising one site visit each term. (2h per month, plus site visits)

**It is a fun and rewarding committee to be part of. For further information please contact Stefan (sr671) or Fiona (feh22)**