

UQ Climate for Change Positions 2012

UQ Climate for Change is a group of students and staff at the University of Queensland who came together to raise awareness and generate action on issues of environmental sustainability, and most urgently, on climate change. We are growing, and some new exciting opportunities to become involved are now being advertised!

UQCfC has always worked within a non-hierarchical structure, where everyone has equal say in the group decision making process. However, as a formal student association of UQ we must keep some core positions.

If you want to know more about any of these roles, or general volunteering without a formal role, please contact us at uqclimateforchange@gmail.com, and ask for the contacts below!

Coordinator (President)

The Coordinator works with all other members in the club to:

- help decide activities and future directions for the club
- organise and facilitate meetings (or open the role of facilitation to other attendees)
- delegate tasks to other group members
- help recruit and train new members
- review the progress of the group's activities and aims
- maintain an overall plan of what activities and initiatives the group is involved in

Requirements for the role:

- Experience in managing groups of people
- Good facilitation skills
- Good interpersonal skills
- A minimum time commitment of two to three hours per week for a minimum of six months
- Preferably a student at UQ (can be post-grad)

Talk to outgoing Coordinator Anna for more information!

Secretary

The secretary works closely with the Coordinator to:

- communicate with the wider University community, Student Union, and other organisations
- arrange regular meetings, including times (coordinating members), meeting spaces and equipment required (e.g. laptop), and sending out reminders to members
- take minutes and send out to the group (this role can also be shared between group members)
- co-ordinate the AGM (in conjunction with Coordinator)
- administrative aspects such as keeping track of members, and the email list and website/Facebook

Requirements for the role:

- A minimum time commitment of 1-2hrs per week for at least six months
- Good computer and typing skills
- Good organisational skills

Talk to current secretary Sam!

Treasurer

The treasurer is responsible for the finances of the club, and works with the Coordinator and Secretary to:

- take care of all financial transactions for the group
- maintain records of income and expenditure
- arrange bank account signatories and payments by cheque
- arrange an annual audit, and attend audit workshop held in mid September
- organise reimbursement of expenses

Requirements for the role:

- Basic accounting skills
- Attention to detail
- A minimum time commitment of 1-2hrs per week for at least six months (occasionally more hours during events, and less hours during quieter periods)

Coordinate with Charlotte to learn about this role!

Social Coordinator

The social coordinator plans and helps to deliver social events such as forums, movies, gatherings and other activities with the purpose of bringing members together and increasing interaction between staff and students.

Tasks of the social coordinator include:

- Work with the volunteer coordinator to recruit members to assist with the organization of events.
- Know about current environmental issues
- Keep a list of people that has been involved and wishes to assist with events (make sure this list is updated with the help of the volunteer coordinator).
- Explore ways to interact with other associations and collaborate with other UQ groups

Requirements for the role:

- Good organizational and time management skills
- Ability to manage groups of people
- Creative thinking and good leadership
- Good communicational skills
- Good knowledge of current environmental issues
- A minimum of 2 hours available each week

Contact Anna!

Volunteer Coordinator

The volunteer coordinator assists the executive in the recruitment of interested volunteers that may assist with the organization of events and/or actions for systemic change at UQ. This role involves:

- Assisting interested members to become involved. This will include responding to emails from people interested in volunteering.
- Keeping members informed whenever new opportunities to become involved with the institute emerge.
- Keeping a record of all members that volunteer with UQ Cfc.

Requirements for the role:

- Good organizational and time management skills
- Ability to manage groups of people
- A minimum of 1.5 hours available each week

Talk to Anna or Jessie, who has heaps of experience in this!

External facilitator/ econ liaison

This person's role will focus on increasing the interaction between economics and environmental students. Although it is left to the creativity of the facilitator, activities that may be involved would include:

- Organize forums, informal talks and internet blogs.
- Organize social events with the econ students
- Keep an updated a list of people involved
- Report to exec activities undertaken to increase interaction with econ students

Requirements for the role:

- Preferably has strong connection with students from the econ/environmental schools.
- Good interpretative and facilitation skills
- Motivated and enthusiastic
- A minimum of 1.5 hours available each week

Media coordinator

The media coordinator will ensure that the facebook page and UQ Cfc website are kept updated. This may include:

- Update calendar of events in website
- Post political news and interesting events on the facebook page
- Assist with the newsletter

Requirements for the role:

- Capacity to manage internet social engines (e.g. facebook, blogs)
- Good communicational skills
- 1-2 hours available each week

Talk to Megan, our current chief web communicator!