

Centre for Global Equality Student Society 2018-2019

The Centre for Global Equality is network of NGOs, academics, businesses and individuals who work collaboratively towards reducing extreme inequality, a root cause of poverty and marginalisation globally. The student society supports CGE, but is mainly focused towards planning the Cambridge International Development Conference.

Being involved with the Cambridge International Development Conference is a great opportunity for 6 reasons:

1. It allows you to explore ideas in international development you are passionate about.
2. It lets you meet and build connections with people working in international development.
3. It allows you to build awareness of issues you are passionate about.
4. It demonstrates your interest in international development to future employers/universities.
5. It builds valuable skills for any future career (both in and out of international development).
6. And it is impressive to have on your CV.

For the 2018 conference, this is what we achieved: our [programme](#); our [reflection](#); and the [photos of the day](#). On the committee, you have the ability to shape the conference however you want – you can make the day as big and impressive as you like!

The time commitment is small: a meeting once a week, and 1-2 hours of independent work a week. Closer to the conference, more time may be needed.

Below we have written out the committee roles. We have tried to make them as detailed as possible, but we can't predict everything. **You will need to be flexible. Everybody will have to carry out tasks not strictly in their description for the conference to be a success.**

[APPLY TO THE 2018-2019 COMMITTEE HERE – DEADLINE 14/04/18](#)

Committee Roles

President:

- Organising committee meetings
- Keeping track of progress/checking tasks have been completed
- Ensuring communication between committee members
- Acting as contact point between CGE and student society
- Sorting out distribution of tasks (either directly assigning or delegating the distribution)
- Support Network Officer building links to other student societies).

Speakers Officer (x2)

- Invite speakers
- Be in touch with speakers to anticipate problems
- Help speakers on the day

Publicity Officer

- Work with Digital Marketing Officer
- Gathering a list of student societies to contact for the networking hour
- Collaborating with team members to create posters and Facebook event
- Creating a programme for the day (including speakers' bios, schedule, etc)
- Ensuring consistent messaging across platforms

Treasurer

- Work with Fundraising Officer (supporting them)
- Organising the budget.
- Contacting Speakers.
- Collecting and paying expenses.
- Completing and submitting the end of year accounts to the Junior Proctor

Network Officer

- Working with Digital Publicity Officer (to publicise others' events)
- Building links to other societies
- Being aware of other relevant societies and events
- Support work of Missing Maps Cambridge + blog

Secretary

- Working with President (to keep track of uncompleted tasks)
- Take and upload meeting notes
- Note assigned tasks, ensure finished tasks are noted
- Chase up on tasks

Digital Marketing Officer

- Working with Publicity Officer (to coordinate actions), and Network Officer (to publicise network events)
- Posting regularly on the Facebook event page to keep people updated
- Contacting societies or department asking for them to publicise our events
- Updating the website
- Building social media presence

Logistics Officer

- Plan ahead for venue logistics of the day (food, drink)
- Work closely with venue to anticipate and solve potential problems
- Consider how to manage movement of people on day (sign-posts, schedules posted up)

Fundraising Officer

- Work with Treasurer (support their work)
- Plan fundraising opportunities
- Approach businesses for sponsorship