

**Osprey’s Committee Applications 2020-21**

Please find in this document the application form for the Ospreys’ Committee 2020-21 along with a brief description of the roles. All committee members are expected to fulfil their individual roles along with general committee duties and support. For some roles, significant cooperation with the equivalent member of the Hawks’ Committee will be expected. If you have any questions regarding this or anything else regarding the committee roles, please email the relevant contact for the position.

### **To declare your intent to run for any position, please fill in the attached form and email to** [**oliviadadge@icloud.com**](mailto:oliviadadge@icloud.com) **by June 5th 4pm.**

Candidate applicants for the Executive (President, Vice-President, Secretary and Treasurer) are asked to write a 400 word manifesto, which will be published to the Ospreys’ mailing list. Executive candidates will also be required to make a brief (2-5 minute) speech at the **AGM to be held by Zoom on June 13th 4pm** and will then be voted by all members in attendance on CUSU’s voting platform**.**

The remaining roles will be voted in by the existing committee and the new executive committee. Applicants for these are not required to make a speech at the AGM. The final committee will be announced by the end of June.

**All Ospreys are encouraged to attend this year’s virtual AGM. Elections for executive positions will be conducted via ballot after the AGM.**

***Committee Application Form***

**Name:**

**College:**

**Ospreys member since:**

**Contact email:**

**Telephone number:**

**Sport(s):**

**Position(s) applied for: *(in order of preference)***

**Previous committee experience:**

**Other extracurricular commitments for 2020-21:**

**Why are you well suited to this position? - max. 200 words**

**Manifesto: *(executive committee only) -* max. 400 words**

***Executive Committee Positions***

**President**

The President is responsible for overseeing the running of Ospreys, from helping the Vice President to secure sponsorship over the summer, to overseeing the organisation of events. It is key that the president ensures that the voice of female sport at Cambridge continues to be heard. She needs to be innovative and organised, as well as motivated to continue to move Ospreys forward. You must be able to coordinate and communicate with a variety of different people from the corporate world, senior members of the university, and students. Every President has the ability to make a unique stamp on Ospreys and it is the hope that each successive year will move our society and Light Blue women forward within the university, community, and national sport. It is a fantastically rewarding job but requires a lot of dedication and time to make a difference. Previous experience on a club committee is beneficial but not required.

Contact: Olivia Dadge (oliviadadge@icloud.com)

**Vice President**

The role of Vice-President is a flexible one, which requires adaptation to the rest of the committee's needs, particularly the president. This may involve assisting with event organisation, contacting potential speakers, assisting with membership or HOATS organising. A critical aspect of the role for next year will be securing and maintaining sponsorship at the start and throughout the year. This will need dedication of time over the summer holidays. The Vice-President is also responsible for correspondence with alumnae contacts via email.  The role of Vice-President also involves direct liaison with sports clubs in order to increase membership

Contact: Tilly Eno (fhae2@cam.ac.uk)

**Secretary**

The role of the Secretary involves working closely with the President, Vice President, and Treasurer to coordinate the running of the club. The main duties involve managing membership and subscribing new members. The Secretary also manages the email list and is the main point of contact for the University Societies Board and for all external enquiries. It is important that the Secretary is someone who is well organised, good at time keeping, and a clear communicator. The Secretary is also heavily involved in the process of outreach to our alumni community by managing and expanding our database of contact details.

Contact: Abi Thelluson (aect3@cam.ac.uk)

**Treasurer**

The Treasurer plays an important role in liaising with the President and Secretary. This includes controlling the cash flow of the society—specifically communicating with sponsors, controlling the distribution of budget, and managing accounts. The Treasurer also assists in such matters as event organisation and kit orders, and will liaise with the ents officers on management of Ospreys' invoices with Cindies and Life. The Treasurer will need to liaise heavily with the Hawks Club’s Junior Treasurer, specifically on jointly hosted events.

Contact: Bridget Fryer (bkf20@cam.ac.uk)

***Remaining Junior Committee Positions***

**Communications Officer**

The Communications Officer manages the growing social media and communications requirements of Ospreys. The job includes running the Instagram profile and Facebook resident and alumni groups, communicating with clubs to gather latest news and match reports, liaising with student newspapers, and promoting Ospreys events. The Publicity Officer is also in charge of maintaining, editing, and updating the newly redesigned website and producing at least one annual newsletter. Website-specific jobs include: updating the google calendar, occasionally posting articles (like for speaker’s dinners and big events etc.), as well as updating committee info at the beginning of year. A familiarity with WordPress is desirable but not required - it is quite an easy interface. A love of social media, however, is required, since the job involves regular checking of all the Ospreys accounts, and frequent posting of sports teams’/Ospreys Events photos on the instagram etc.

Contact: Grace Flanagan (gf333@cam.ac.uk)

**Events Officer (2 positions)**

The Events Officers lead the organisation of all events throughout the year. Main tasks collaboration with the Hawks will include helping organise the Hawks & Ospreys Charity Ball and June Event and maintaining our relationship with Vinyl and Cindies and help the treasurer to collect and manage the invoices from the nightclubs.

Ospreys only activities include booking the highly-anticipated Speakers' Dinners each term and working with sponsors to coordinate networking events. Much of the planning and some of the work for these events should be done over the summer before term starts, so the Events Officers must be available for work and contact throughout the summer months.

Contact: Laura Sweeting, (les46/slt48@cam.ac.uk) Sophie Tamblyn

**Kit Officer**

The Kit Officer is in charge of all things stash-related. This includes managing blazer orders (continuing the work from this year to create a streamlined ordering process), organising other kit orders and expanding the range of Ospreys' stash. The Kit Officer must be creative, proactive, organised, and dedicated to making Ospreys logo ubiquitous around Cambridge. This year’s Kit Officer will work with the Hawks’ Committee member responsible for merchandise to jointly coordinate ordering and distribution of the clubs’ stash. You need to be a good communicator, well organised and available to start the process of evaluating stock and ordering processes over the summer.

Contact: Holly Tasker (ec556@cam.ac.uk)

**Access Officer**

The main responsibilities of the Access Officer are on the Hawks and Ospreys Access to Sport (HOATS) Committee either getting in contact with local schools to arrange access visits, or designing session plans and powerpoints for the schools. As HOATS is still a relatively new initiative, you will need to be creative and willing to try new ideas to widen awareness of the scheme both amongst students at Cambridge and schools in the local area. Prior interest or experience in Access-related schemes is desirable. In addition to HOATS, the Access Officer is expected to help support other Ospreys' committee members where needed.

Contact: Olivia Shears (oms26@cam.ac.uk)

**Welfare and Development Officer**

This role encompasses responsibilities that are new to the Ospreys committee this year and so will require an individual keen to take initiative. The role includes organising the weekly subsidised physio sessions with Rich and coordination with Events Officers to host any other welfare activities. The additional responsibility assigned to this committee role will be coordinating with the Hawks’ Committee Member responsible for Clubhouse Trading. Contributing to the management of the Clubhouse and encouraging increased member usage is central to maintaining its longevity. As the Clubhouse facilitates many of the activities of the Ospreys as a society, the Welfare and Development Officer needs to be proactive and well organised.

Contact: Olivia Dadge (oliviadadge@icloud.com)