

FACTSHEET



National Executive Committee and Executive Assistants

FS: 10

Introduction

This factsheet briefly details the executive committee positions as well as giving details of the executive assistant positions

SSAGO National Executive Committee

The SSAGO executive committee is responsible for the day to day running of the organisation as directed by the aims and objectives found in the constitution and the Full Committee (Club Reps). The committee is voted in at the National Conference (AGM) held at the Spring Rally. Each committee member has to be a student member of SSAGO at the time of the National Conference.

The committee consists of

- Chairperson
- Secretary
- Treasurer
- Members' Officer
- Publicity Officer

Each committee member has a specific role, full details of this can be found in the 'Role Descriptions' Policy Document.

Executive Assistants

In addition to the elected national executive there are three SSAGO executive assistants. These are appointed by the national executive

with annual reviews on all appointments. Any SSAGO member student or non-student can apply for these roles.

The three assistant roles consist of:

- Webmaster-this assistant is responsible for keeping the SSAGO website up to date and reports directly to the Publicity Officer.
- Merchandise manager-this assistant is responsible for keeping a stock of SSAGO merchandise, taking and posting orders and ensuring the shop is open at national SSAGO events. They are also responsible for keeping accurate stock levels on the online shop. This assistant reports directly to the Treasurer.
- Notifications Assistant-this assistant deals with Nights Away Notification Forms and Adventurous Activity Forms. They report directly to the Secretary.

If any problems arise with the assistants the person on the executive committee that they report to should be contacted in the first instance. If there are any further problems or any problems with the executive committee then comments should be sent to the Chairperson.

Contacting the committee

Each committee member can be reached via the following email addresses:

chair@ssago.org.uk

secretary@ssago.org.uk

treasurer@ssago.org.uk
members@ssago.org.uk
publicity@ssago.org.uk

If anyone is unsure as to which committee member to contact then they can all be emailed via exec@ssago.org.uk.