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## Factsheet:

### 10: National Executive Committee and Executive Assistants

*Last updated: January 2022*

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#### 1. Overview:

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

#### 2. SSAGO National Executive Committee:

- 2.1. The SSAGO National Executive Committee (Exec) is responsible for the day to day running of the organisation as directed by the aims and objectives found in the constitution and the Representative Committee (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.
- 2.2. The committee consists of:
  - Chairperson
  - Secretary
  - Treasurer
  - Members' Officer
  - Publicity Officer
- 2.3. Each committee member has a specific role, full details of this can be found in the 'Executive Role Descriptions' Policy Document.

#### 3. Executive Assistants:

- 3.1. In addition to the elected national executive there are five SSAGO executive assistants.
- 3.2. These are appointed by the national executive with annual reviews on all appointments.
- 3.3. Any SSAGO member student or non-student can apply for these roles.
- 3.4. The five assistant roles consist of:
  - Webmaster - this assistant is responsible for keeping the SSAGO website up to date and reports directly to the Publicity Officer.
  - Quartermaster - 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.
  - Archivist - this assistant deals with preserving SSAGO's records and sharing the organisations history. They report directly to the Secretary.

- International - this assistant builds links with similar organisations abroad and supports SSAGO clubs travelling abroad. They report directly to the Members' Officer.
  - Events Officer - this assistant works closely with the national SSAGO rallies and balls to support them in their planning. They report directly to the chair.
- 3.5. 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.

#### **4. Contacting the Committee:**

- 4.1. The preference is to contact the whole committee to allow everyone to stay up to date and reduce the dependance on individuals, who may be busy with university or SSAGO.
- 4.2. You can contact the whole Exec via [exec@ssago.org](mailto:exec@ssago.org), or all Exec and Assistants via [committee@ssago.org](mailto:committee@ssago.org).
- 4.3. If you do need to contact a specific committee member they can be reached via:
- Chair - [chair@ssago.org](mailto:chair@ssago.org)
  - Secretary - [secretary@ssago.org](mailto:secretary@ssago.org)
  - Treasurer - [treasurer@ssago.org](mailto:treasurer@ssago.org)
  - Members - [members@ssago.org](mailto:members@ssago.org)
  - Publicity - [publicity@ssago.org](mailto:publicity@ssago.org)
  - Webmaster - [webmaster@ssago.org](mailto:webmaster@ssago.org)
  - Quartermaster - [quartermaster@ssago.org](mailto:quartermaster@ssago.org)
  - Events Officer - [events@ssago.org](mailto:events@ssago.org)
  - International - [international@ssago.org](mailto:international@ssago.org)
  - Archivist - [archivist@ssago.org](mailto:archivist@ssago.org)