



SONY CAMP ALUMNI COMMITTEE

ROLE DESCRIPTIONS

Each Committee will be lead, by a Team Leader, and will be supported by three members who will be responsible for delivering within the areas of Communications, Events and Operations.

General Members will support across the all aspects of the Committee.

TEAM LEADER		
<ul style="list-style-type: none"> • Work with Sony Foundation to establish short and long-term objectives • Delegate tasks to other members and ensure accountability • Communicate directly between Committee and Sony Foundation • Prepare reports, and updates, to Sony Foundation • On-going evaluation of the alumni committee's progress 		
COMMUNICATIONS LEADER	EVENTS LEADER	OPERATIONS LEADER
<ul style="list-style-type: none"> • Become the first point of contact to welcome the alumni network post-camp; • Communicate with alumni members through contributions to national EDM, posts within Facebook group, and on Sony Foundation website; • Promote and market committee progress across communication channels; • Establish marketing strategies that effectively engages with alumni; and • Work with other Communications Leaders to establish and maintain an online presence. 	<ul style="list-style-type: none"> • Organise details of future events such as location, program, format, catering, entertainment/hosts/keynote speakers; • Organise formal debrief process and welcome to alumni network; • Develop and manage event budget; • Collect donations from alumni, sponsors, attendees at Alumni Events; • Outline strategy/vision for events catered to the audience; • Run briefing and debriefing of event to alumni team; and Track attendance at events. 	<ul style="list-style-type: none"> • Prepare financial documents, with assistance of Sony Foundation; • Consolidate and monitor expenditure, with assistance of Sony Foundation; • Maintain any sponsor relationships; • Organise logistics for meetings; • Maintain accurate records and minutes for meetings; • Manage registration of alumni members post-camp; • Remind Alumni of any deadlines/key dates; • Facilitate communication within the Alumni Committee; and • Assist other members with the implementation of their roles and responsibilities.