

Office bearers of IBA societies/clubs

1. Manager

Manager acts as the head of society and is responsible for smooth running of the society events. His/her responsibilities include:

- a) Decisions about the society, its logistics and its budget;
- b) Plan and outline the events and conferences to be conducted by the society, book the venue, prepare the calendar of events, get it approved from the patron and disseminate to the Administration, Finance Departments and Students Societies Coordinator;
- c) Acquaint each member of the committee with its function, responsibility and duty;
- d) Conduct interviews, form a management team for individual events, divide the team into different departments and assign heads to each department;
- e) Arrange sponsorships from the corporate sector and deal directly with the clients associated with the society events;
- f) Prepare a closing report at the end of the tenure and submit it to the patron to ensure sustainability of the society;
- g) Brief the patron/office bearers with the standard operating procedures and ensure compliance with the financial guidelines for organizing various events;
- h) The manager should ensure that the report on each event is duly approved by the patron; should be described and documented on the IBA website/portal reports section within two days after the closure of event.

2. Assistant Manager

Assistant Manager is responsible for facilitating the manager in his/her tasks. He or she may:

- a) Plan duties needed to be carried out by other members of the society;
- b) Monitor and direct the team into carrying out their jobs effectively.

3. Treasurer

Role of the Treasurer is to act as the Chief Financial Officer of the society and maintain track of all financial transactions and source documents. The specific duties of the treasurer include:

- a) Scrutinizing the sponsorship proposals/MoUs, receipts and expenditures;
- b) Prepare request for quotation (RFQ) and obtain proper quotations for goods and services made available to societies;

- c) Keep track of all the receipts and expenditures;
- d) Ensure that the total expenditure on society events does not exceed the allocated budget;
- e) Prepare and present the society's budget and financial position. Provide financial statements and bank reconciliation statements at the end of the year;
- f) Coordinate with the Finance department and ensure that payments for goods, services and facilities utilized by the society are made on time and receipts obtained;
- g) Compile and send details;
- h) Ensure that all provisions and rules given in the financial guidelines for societies/clubs are being complied.

4. Event coordinator (EC)

Event coordinator is a gatekeeper for the manager of a society/club and may be assigned the following duties:

- a) Allocate duties to individual members of the society/club pertaining to the conduct of an individual event;
- b) Develop and distribute the promotional material related to the event;
- c) Ensure the orderly sale of tickets and entry, assembly and proper conduct of participants in an event.