

**MTSG Committee Roles 2022/2023**

**Treasurer/Finance Director – (1 position)**

The treasurer/finance director looks after the finances of the MTSG. The role includes the following responsibilities:

* Controlling the bank accounts – paying cheques in, paying invoices, arranging transfers;
* Budgeting – liaising with members of the committee, mostly the Chair to budget for future events and keeping the committee up to date with the financial position and any payments received;
* Producing accounts – balance sheets for all of the accounts; and
* Production of invoices and receipts (when requested) and requesting/chasing payments from sponsors.

This role would suit someone who enjoys liaising with the rest of the committee (in particular with the Chair, Ball Directors and General Secretaries), is organised and capable of keeping a firm control of budgeting.

**General Secretaries – (2 positions)**

The role of the general secretaries is varied and involves many different tasks. The general secretaries are the first point of contact for members and act as coordinators between members and the committee. The secretaries work closely with the Chair, supporting and assisting with any additional tasks and queries often on behalf of the Chair.

The general secretaries’ duties include:

* managing the membership – enrolment/monitoring of the database and sending out materials to encourage people to sign up;
* emailing members with details of events, organising committee meetings, drafting the agenda and taking minutes;
* assisting the Chair;
* assisting other committee members with their organisation of events and the guest list; and
* dealing with member queries.

This position would suit someone who would enjoy liaising with committee members, members of the MTSG and using their organisational skills.

**Education Directors – (2 positions)**

Do you enjoy public speaking and attending law fairs? Are you organised and do you work well within a team?

The role includes facilitating training and career opportunities to MTSG members. This gives the Education Directors the chance to work alongside legal recruiters to organise presentations for prospective NQs and also to work with chambers and courts / universities and local law schools to provide training and shadowing opportunities for members on advocacy, written instructions and procedure.

The role also includes duties to liaise with the various legal education stakeholders in the Greater Manchester region, to establish their needs and provide them with the support they require. This invariably includes attending law fairs, visiting schools and other educational institutions to provide CV workshops, practice interviews and talks on entering the legal profession.

The role is demanding but extremely rewarding for those with a passion for education and working with young people.

**Ball Directors – (2 positions)**

Are you organised and prepared for some hard work organising the biggest two events of the year?

As one of the two ball directors, you will be responsible for organising the two main events in the MTSG social calendar: the Christmas Ball which takes place every December and the Summer Ball which takes place in June.

Responsibilities include managing a budget, booking and liaising with the venue, arranging entertainment, assisting with organising a charity raffle where needed, selling and distributing tickets and generally making sure everything runs smoothly on the night. There is quite a lot involved but it is great fun and really rewarding on the night.

**Marketing Director – (1 position)**

Are you constantly posting on Facebook and Instagram? Twitter and LinkedIn? Do you enjoy socialising? Then this is the role for you.

Marketing is a **fundamental** part of the MTSG committee and as such it is essential that we find the right person. We are looking for someone who is fun and up for a bit of a challenge.

It is essential that the Marketing Director consistently maintains the MTSG's online presence, particularly through Twitter, LinkedIn and Instagram.

One of the main duties of the Marketing Director is to advertise and promote upcoming MTSG events on social media, working closely with the Social Directors and Chair to ensure all events are sufficiently advertised.

**Charity Directors – (2 positions)**

The Charities Director masterminds the MTSG’s charity efforts. The traditional responsibility is to organise the charity raffles for the Christmas and Summer Balls, procuring prizes and overseeing sales of raffle tickets on the night. MTSG have hosted an array of Charity events over the last 12 months and are now officially partnered with WeLoveMCR.

The role also involves liaising closely with the Ball Directors, and on occasion Social Directors and Sports Directors to ensure MTSG raise as much money as possible for WeLoveMCR and any other charities that may benefit from our work. It is a great opportunity to build relationships with local charities and sponsors, and enhance networking and hosting skills. The position is perfect for anyone with a passion for charity and fundraising.

**Sports Directors - (2 positions – 1 male, 1 female)**

This is a highly active and social role that comprises of the responsibility to organise the MTSG sports teams. It is hoped the successful candidates will once again bring sports to the fore of the MTSG in the coming year and build upon the successes of previous years. The role includes arranging regular fixtures, recruiting MTSG team members, organising tournament with other professional organisations, booking pitches/courts and on occasions arranging drinks and/or food outings. In previous, the Sports Directors have also helped organise fundraising activities such as the ‘3 Peaks Challenge’ for our members to take part in.