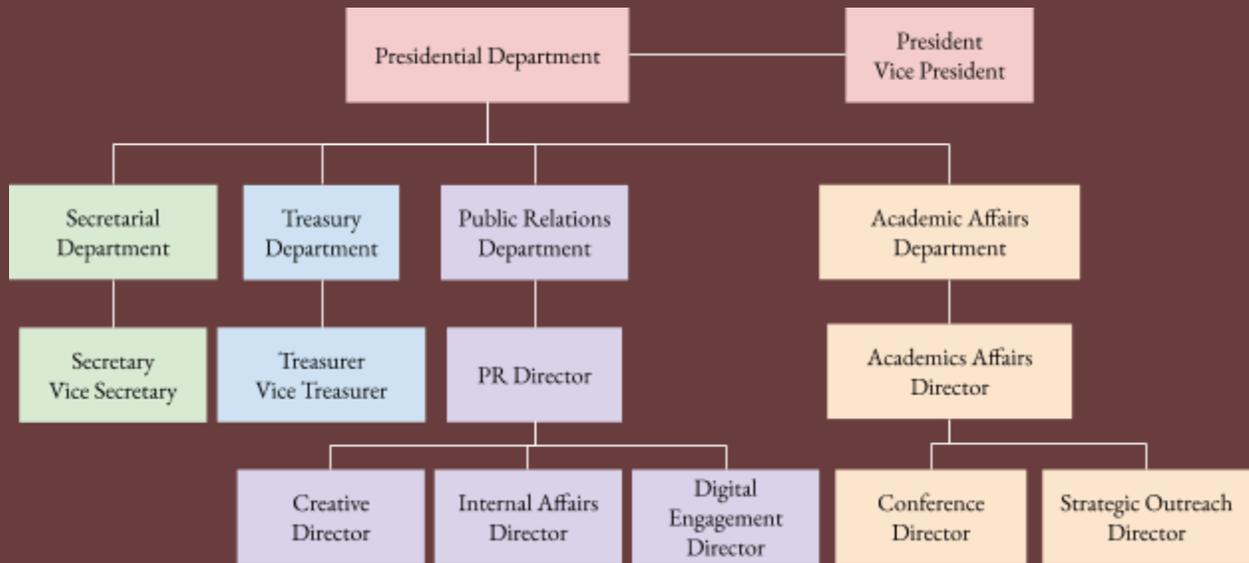


CILD EXCO APPLICATIONS



PRESIDENT - YONG ZHENG NG

VICE PRESIDENT - SHAWN TAN

SECRETARY - BRITTANY KWAN

VICE SECRETARY

TREASURER - KELVIN LEONG

VICE TREASURER

PUBLIC RELATIONS DIRECTOR

CREATIVE DIRECTOR

DIGITAL ENGAGEMENT DIRECTOR

INTERNAL AFFAIRS DIRECTOR - SHAWN TAN (INTERIM)

ACADEMIC AFFAIRS DIRECTOR - YONG ZHENG NG (INTERIM)

STRATEGIC OUTREACH DIRECTOR

CONFERENCE DIRECTOR

CILD EXCO APPLICATIONS

President - Yong Zheng Ng

1. Ensuring CILD operations are aligned with its vision
2. Lead in all distributions, organization, and implementation of information and functions of the organization
3. Hold and conduct all meetings and Executive Committee meetings
4. Preside over the club and club meetings
5. Prepare an agenda for each meeting
6. Keep the advisor informed of all club meetings and activities
7. May appoint a representative to the Clubs and Events Board
8. Serve as the official spokesperson for the club
9. Appoint committees and delegate the work among all club members

Vice President - Shawn Tan

1. Plan events
2. Assist the President in various activities
3. Operate as a close working relationship with the President
4. Hold Second consideration in chairing the meeting
5. Hold determinative vote in the absence of the President
6. Serve as the frontman and main liaison member within KL Campus of BAC
7. Hold primary consideration for Secretary General for CILD Conference
8. Share liaison responsibility with the President to communicate with BAC
9. Be the club coordinator
10. Be one of the compulsory members in attending outreach programmes

Secretary - Brittany Kwan

1. Assume all club administrative duties
2. Prepare, in conjunction with the President and the Vice President, the agenda of the club meeting.
3. Operate as a close working relationship with the Vice Secretary, Presidential Department and the Treasury Department
4. Hold third consideration in chairing the meeting in the absence of the President and Vice President

CILD EXCO APPLICATIONS

5. Facilitate a majority vote process with persuasive effect in the absence of the President and Vice President.
6. Be one of the compulsory members in attending outreach programs
7. Record meeting minutes and hold most CILD documents
8. Initiating and responding to all incoming & outgoing CILD's correspondence, in conjunction with the Presidential Department and Vice Secretary
9. Develop and maintain club roster and member information
10. Assists in administrative processes and procedures with other departments

Vice Secretary

1. Assume all club administrative duties
2. Prepare, in conjunction with the President and the Vice President, the agenda of the club meeting
3. Managing club membership, registration and team affiliation (in conjunction with the Secretary)
4. Maintain appropriate records of membership and communication and club documents such as the club constitution
5. Keeping an accurate record of contact details for members, officers and third parties
6. Initiating and responding to all incoming & outgoing CILD's correspondence, in conjunction with the Presidential Department and Vice Secretary
7. Assist the Secretary in various activities
8. Assists in administrative processes and procedures with other departments

Treasurer - Kelvin Leong

1. Assume all financial duties
2. Operate as a close working relationship with the Vice Treasurer, Presidential Department and the Public Relations Department
3. Create CILD's annual financial and budget strategy/plan/report, and allow approval from the President and the Advisor
4. Liaise with designated staff about financial matters
5. Ensure that appropriate financial systems and controls are in place
6. Inform EXCO members of its financial strengths and weaknesses
7. Be responsible for payment details, channels, and any relevant negotiation documents
8. The power to allocate finance resources to department requesting for it

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Vice Treasurer

1. Assume all financial duties
2. Operate as a close working relationship with the Treasurer, Secretarial Department and the Academic Affairs Department
3. In conjunction with the Treasurer, assist on the CILD's annual financial and budget strategy/plan/report, and allow approval from the President and the Advisor
4. Inform EXCO members of its financial strengths and weaknesses, with approval from the Treasurer
5. Maintain accurate financial records throughout the year, to be reviewed at any time by members, other officers, or administration
6. Assist the Treasurer in various activities
7. Collect member dues and forward dues and invoice in coordination with the Secretarial Department
8. Holds secondary power to allocate finance resources to department requesting for it

Public Relations Director

1. The main strategist in establishing a Public Relations strategy to communicate the CILD vision effectively
2. Coordinate and strategize all marketing, advertising and promotional duties
3. Operate as a close working relationship with fellow Directors in the Public Relations Department, Presidential Department and Treasury Department
4. Collaborate, monitor and advise Directors within the Department about various public relations matters.
5. Create digital channels for CILD promotional, internal communication, and image-building purposes, in conjunction with fellow Directors in the PR Department
6. The holder of most social media and website accounts
7. One of the encouraged member in attending outreach programmes
8. Primary consideration for the USG of Public Relations of the Secretariat

Creative Director

1. Assume all promotional and designing duties
2. Operate as a close working relationship with Directors within the PR Department.

CILD EXCO APPLICATIONS

3. Liaise with various departments on promotional requests.
4. High proficiency in designing skills is preferable, create promotional materials of various types for CILD marketing purposes, with the advice and approval from the PR Director.
5. The holder of most CILD promotional materials eg banners, posters, logo etc.
6. Maintain digital channels for CILD promotional and image-building purposes
7. Assists duties along with departmental and public relations matters in the PR Department

Digital Engagement Director

1. Assume all marketing and advertising duties
2. Operate as a close working relationship with Directors within the PR Department.
3. Liaise with various departments on marketing requests.
4. With proficiency in website and social media management, the manager of CILD's social media accounts and any other PR-related channels, with monitoring and advice from the PR Director.
5. Maintain digital channels for CILD external communication and image-building purposes
6. Respond to unofficial external correspondence related to CILD matters (eg queries from social media)
7. Monitor digital engagement of CILD among members and nonmembers, and report the findings to the PR Director.
8. Assists duties along with departmental and public relations matters in the PR Department

Internal Affairs Director - Shawn Tan (interim)

1. Assume all internal communication duties
2. Operate as a close working relationship with Directors within the PR Department.
3. Respond to unofficial internal correspondence related to CILD matters (eg queries from members)
4. Maintain digital channels for CILD internal communication and image-building purposes.
5. Assists duties along with departmental and public relations matters in the PR Department.
6. Promote the spread of knowledge of CILD-themed issues among club members, with advice from the Presidential Department and Academic Affairs Department
7. Organise club socials to strengthen the bond among club members, in conjunction with departments, particularly the Secretarial Department

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Academic Affairs Director - Yong Zheng Ng (interim)

1. Assume all academic activities and initiatives management, partnerships, implementation and evaluation.
2. Filters and generates academic themes for other departments to captivate
3. Educate club members and audiences on international law and diplomacy, in conjunction with the PR Department
4. Monitors whether programmes are strongly aligned to CILD's vision and strategy.

Strategic Outreach Director

1. Assume all academic activities and initiatives partnerships and evaluation.
2. Operate as a close working relationship with Directors within the AA Department in academic partnerships and evaluation.
3. Academic: Identify and liaise with thematic partners for future endorsement/collaboration purposes, under the supervision of Academic Affairs Director
4. Conference: Identify and liaise with potential conference partners, promoters, or sponsors for future MUN Conference and MFPC, in coordination with Conference Director

Conference Director

1. Assume all conference activities and initiatives management and implementation.
2. The main interlocutor between the conference secretariat and the Executive Committee in ensuring the organizing process is strongly aligned with the CILD vision.
3. Holds the role in setting up the MUN and MFPC team, in coordination with the Academic Affairs Director and Strategic Outreach Director.
4. Operate as a close working relationship with the Academic Affairs Director and the Presidential Department in long term conference planning