



# Graduate Students' Union Terms of Reference



**Position** – Events Officer (EO)

**Manager** – President

**Direct Reports** – Events Team (8 – 10 postgraduate students)

**Liaison** - GSU Executive (particularly Vice President, Treasurer and Communications Officer), SU Ents Officer, SU Welfare Officer, SU Education Officer.

## Summary of duties

The EO is responsible for the planning, conduct and reporting of major and minor GSU events throughout the academic year. Events which the EO is directly responsible for include:

### *Major Events*

- Halloween Ball (October)
- Christmas Commons (December)
- Post-Grad Ball (June)
- Gradstonbury

### *Minor Events*

- Weekly coffee mornings (GSU common and outposts (St James/TBSI/Lloyd))
- Monthly Trivia nights
- Bi-monthly sporting events

Additionally the EO has direct input and consultation into the following events:

- Campaign weeks (including but not limited to Body and Soul, Equality and Diversity , RAG and Mental Health weeks) **GSU Vice President/SU Welfare and Education**
- Post-Grad week (particularly conduct of evening events) **GSU President and Vice President**
- International Men's Day and International Women's Week **GSU President and Vice President/SU Welfare and Education**
- Research Showcases/seminars **GSU President GSU Vice President and PhD representative**
- Receptions post GSU council **GSU President and Executive**

The EO responsible for the construction and continued monitoring of a yearly events budget in consultation with the GSU President and Treasurer.

Prior to major events and in consultation with the GSU executive the EO is contact University Officers and Staff to ensure communication of GSU events is maximised. Related to this requirement, the EO may be required to construct Facebook and Eventbrite pages to support advertisement of events.

## Objectives

The EO is responsible for providing a platform for social and wellbeing connections for postgrad students. It is important that GSU events provide opportunities for all members of the post-grad community to interact and establish support networks; therefore a balance between alcoholic/non-alcoholic and paid/free events is essential.

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### Skills required

#### *Essential skills*

Ability to lead small/medium teams and interact with internal and external organisations

Strong communications skills being cognisant of differing expectations of paid employees and volunteers

Proven ability to manage time effectively and maintain planning documents

Understanding of budgetary and financial practices in order to effectively manage the events budget

Ability to analyse and report on the conduct of events in order to maximise lesson learning within the broader GSU organisation

#### *Desirable skills*

Thorough knowledge of Facebook and Eventbrite for creation of event pages

Understanding of administrative processes within TCD

### Salary and benefits

Current salary €300/term

Benefits include access to GSU common room and complimentary entry to certain major events

### GSU Events Team roles

Recommended roles to be created within GSU Events Team (subject to numbers and team ability)

- Secretary → organise agendas and minutes and arrange standard bookings for minor events
- External liaison officer → liaise with local businesses in order to arrange prizes/sponsorship as appropriate
- Communications liaison officer → liaise with GSU communications officer and team in order to maximise advertisement of events
- Property custodian → monitor property within common room/s and arrange for restocking as required, hold prizes prior to events
- Common Room attendant/duty member → attend coffee mornings (as available), monitor status of common room/s and report defects as appropriate.