Job Description

General Assembly

President

Plan and organize the PATA Macau Student Chapter's annual meetings; responsible for handling the normal members' queries, feedbacks as well as juridical decisions; collaborate with the Executive Committee and Fiscal Council in achieving the Chapter's goals and objectives of the year.

Vice President

Assist the President of the General Assembly with the daily operations of the Chapter as required.

Secretary

Responsible for documentary such as recording meeting minutes, sending notices, proposal drafting and keep track of all the scheduling of the Chapter.

Executive Committee

Chairman

Responsible for planning and organizing PATA events throughout the year; supervise the daily operations of the PATA Macau Student Chapter.

Vice Chairman

Assist the Chairman of the Executive Committee with the daily operations of the Chapter as required; assign duties to members of the Executive Committee in accordance to the job properties.

Secretary

Responsible for handling the documentary tasks of the Chapter such as recording the meeting minutes, sending notices, drafting proposals and keeping track of all the Chapter schedules.

Treasurer

Monitor the financial status of the Chapter and report to the Chairman; having a basic accounting knowledge in preparing financial reports and handling transaction records is a must.

Representatives

To communicate and assist with event hosting as announced by the Chairman; keep track of the latest news and activities of their corresponding universities as well as acting as a liaison to the Executive Committee. .

Fiscal Council

President

Oversee the decision making process of the Chapter, ensure all Chapter members comply with the Chapter's policies and regulations; audit the financial reports with advices to the Executive Committee.

Vice President

Assist the President of the Fiscal Council with the daily operations of the Chapter as required.