KOI Student Society Guidelines

The **KOI Student Society (KOISS)** plays a vital role in fostering student engagement, ensuring student voices are heard, and creating meaningful opportunities for the KOI community. The society serves as the official representative of the student body, working closely with the **Student Engagement Office** to **propose events and activities based on student feedback, address student concerns, and enhance the student experience at KOI.**

Key Responsibilities:

- **Represent the student body** at academic meetings and college events.
- **Collect and amplify student voices**, ensuring student concerns and suggestions are heard and addressed.
- **Propose and organise events and activities** that align with student interests.
- **Collaborate with KOI departments** to improve student life, professional development, and extracurricular opportunities.
- **Strengthen KOI's online and offline student engagement** through digital content, networking, and social media initiatives.

KOI Student Society Roles & Responsibilities

Position	Responsibilities
President	Represent KOISS at meetings/events, oversee programs, coordinate event calendars, and facilitate meetings.
Vice-President	Assists the President, leads meetings in their absence, organizes activities, ensures smooth operations, and collaborates with social media and event teams.
Secretary	Take meeting minutes, maintain records, organise internal affairs, coordinate **KOISS Annual Trip/Party**.
Social Media Team Leader	Lead social media strategy, manage accounts, implement marketing strategies, handle student queries.
Social Media Officer	Maintain social media accounts, post updates, manage student engagement, work on **Digital Marketing Projects**.
Event Management Team Leader	Lead event team, oversee logistics, ensure smooth event execution, align planning with student interests.
Event Management Officer	Document events, encourage participation, plan activities (**IT, Business, Sports, Cultural Awareness Fair, Pitch Competition, Orientation Week**).
Volunteer Coordinator	Manage **volunteer pool**, lead volunteers, coordinate **Alumni Network Projects**, run training/recognition programs.
Volunteers	Participate in and help organise events such as **Sydney City and Nature Tours, Sports Tournaments, IT Hackathons, Business Pitch Events, and Cultural Awareness Fairs**.

President:

- Represent KOISS at all academic meetings and college events.
- Coordinate with the Student Engagement Coordinator to prepare the trimester event calendar.
- Oversee all KOISS programs, ensuring alignment with student interests and university guidelines.
- Facilitate regular meetings and assist in preparing meeting agendas.

Vice-President:

- Support the President in decision-making and program coordination.
- Preside over meetings in the President's absence.
- Organise **Student Society Recreational Activities**, including **Sydney City and Nature Tours**.
- Ensure smooth internal operations and communication with the Secretary.
- Collaborate with **Social Media and Event Management Teams** to enhance student engagement.
- Act as a liaison between students and the Student Engagement Office.
- Assist with social media content and event promotion.

Secretary:

- Attend all meetings and events.
- Take and distribute minutes of meetings to ensure clear communication.
- Maintain KOISS files and keep updated records of members' profiles and activities.
- Organise KOISS internal affairs, including running regular meetings and exclusive events for KOISS members.
- Plan and coordinate **KOISS Annual Trip/Party** as a members-only event to strengthen internal bonding and team cohesion.

Social Media Team Leader:

- Lead the Social Media Officer and support team in managing KOISS social media accounts.
- Develop and implement digital marketing strategies to increase engagement.
- Ensure timely posting of announcements, student engagement updates, and event promotions.
- Monitor social media interactions and handle student queries.

Social Media Officer:

- Maintain and control all KOISS social media accounts.
- Post announcements, student engagement updates, and event promotions across all platforms.
- Handle queries and respond to students' concerns via social media.
- Work on **Digital Marketing Projects** to enhance KOI's online engagement and visibility.

Event Management Team Leader:

- Lead the Event Management Officer and support team in planning and executing events.
- Oversee logistics, coordination, and execution of student engagement initiatives.
- Ensure smooth operation and adherence to KOISS event guidelines.
- Work closely with the Secretary and Vice-President to align event planning with student interests.

Event Management Officer:

- Attend and document all KOISS events and activities (photos/videos/compilations).
- Encourage student participation in KOISS initiatives.
- Plan and facilitate events across different domains (**IT, Business, Sports, Cultural Awareness Fair, Pitch Competition, Orientation Week**).
- Ensure a safe and inclusive environment for members, volunteers, and students at all events.

Volunteer Coordinator:

- Lead and manage KOISS volunteers, ensuring effective participation in events and activities.
- Oversee and maintain the **volunteer pool**, ensuring students are engaged and assigned suitable roles.
- Develop and coordinate **Alumni Network Projects**, strengthening relationships between current students and KOI graduates.
- Organise volunteer training and recognition programs to support long-term student engagement.

Volunteers:

- Actively participate in and help organise KOISS events.
- Assist in specific engagement initiatives such as **Sydney City and Nature Tours, Sports Tournaments, IT Hackathons, Business Pitch Events, and Cultural Awareness Fairs**.
- Support event coordination and student outreach efforts.

Reporting Lines & Procedures

1. How to Collect Student Voices

1	**Conduct student surveys, feedback sessions, and suggestion boxes.**
2	Gather insights through informal discussions, social media engagement, and club meetings.
3	Compile feedback and identify common themes or issues raised by students.
4	Present findings to the KOISS leadership team in regular meetings.
5	Escalate major concerns and proposals to the Student Engagement Office.

2. How to Organise an Event/Activity

1	**Define the event concept, purpose, and target audience.**
2	Assign an event coordinator and team members to manage logistics.
3	Draft a preliminary event plan, including venue, budget, materials, and timeline.
4	Submit the event proposal for review and approval by KOISS leadership.
5	Promote the event through social media, emails, and posters.
6	Execute the event, ensuring smooth coordination and adherence to safety guidelines.
7	Collect post-event feedback and document learnings for future improvements.

3. How to Collaborate with the Student Engagement Office for Funding, Materials, and Permissions

1	**Prepare a detailed proposal, including event objectives, budget breakdown, and required resources.**
2	Submit the proposal to the Student Engagement Office at least 2 weeks in advance.
3	Discuss feasibility, funding, and material needs with the Student Engagement Coordinator.
4	Secure necessary permissions and approvals for venue, marketing, and logistics.
5	Confirm funding allocation and collect approved materials or resources.
6	Maintain communication with the Student Engagement Office throughout the planning process.
7	Submit a post-event report detailing expenses, attendance, and key takeaways.