



DEPARTMENT OF MECHANICAL ENGINEERING

APPOINTMENT LETTER

Date:

To

Dear President

On behalf of TECH-MECH WARRIORS CLUB, we are pleased to offer you the position of **TREASURER**. Attached are the terms and conditions of our offer; kindly read these important details carefully, including your compensation and benefits.

ROLES & RESPONSIBILITIES

- Presides at all club/group meetings
- Approves all club/group communications
- Preparation of circular/reports of the club activity.
- Keeps a permanent record of minutes of all club/group and executive committee meetings
- Keeps a complete, up-to-date membership list.
- Oversees the schedule of events and appoints others as needed
- Notifies members of the year's programs and meetings
- Reports all changes of address promptly to 'The HEAD/CLUB COORDINATOR'
- Sends copies of all club/group mailings to the members, office and website

We welcome you to our club and wish you a long and successful career with us.

DATE OF APPOINTMENT:

VALIDITY OF POSITION: 1 year

WORKING HOURS: 1 hour daily (increased as per event requirement)

*NON-COMPLIANCE with application guidelines may result in
cancellation of candidature at any time*

(On decision of club coordinator & head of department)

BEST WISHES

Abhishek Gulati

(Head of Department)

Sumit Kumar

(Club Coordinator)

Department of Mechanical Engineering)