



University of
Sheffield

Confucius
Institute.

谢菲尔德大学孔子学院.



Sino-English Club (SEC) Committee

1. Introduction

The Sino-English Club (SEC) is a project under the Confucius Institute (CI) at the University of Sheffield.

Its mission is to facilitate meaningful language and cultural exchange between Chinese and English speakers in a safe, respectful, and inclusive environment that promotes mutual understanding, learning, and collaboration.

All SEC operations are managed under the supervision of the CI Management Team and the CI Director, who is responsible for approving major decisions, budgets, and dispute resolutions.

To reflect the collaborative nature of the SEC as a joint initiative between the Confucius Institute (CI), the Chinese Students and Scholars Association (CSSA), and the School of East Asian Studies (SEAS), an SEC Committee has been established to oversee its daily operations.

This document outlines the Committee's structure, key responsibilities, and shared duties.

2. Committee Structure

Role	Appointed Person	Key Responsibilities
Head of the SEC	Deputy Director of the CI	Provides overall leadership, ensures SEC aligns with CI's educational mission, chairs meetings.
SEC Publicity Officer	Marketing & Events Officer, CI	Manages publicity, communications, and promotions through official CI and University channels.
Membership & Weekly Coordination Officer	Project Coordinator, CI	Manages member registration, attendance, and weekly meeting organisation.
Events & Activities Officer	Sponsored Teacher	Plans and delivers cultural and language events under CI/SEC guidance.

Role	Appointed Person	Key Responsibilities
Outreach Officers	CSSA External Relations Officer and SEAS Representative	Represent CSSA and SEAS within the SEC, co-manage SEC activities, and support joint cultural and academic projects.

3. Shared Responsibilities

- Work collaboratively and uphold the mission of CI and SEC.
- Maintain transparency and accurate documentation of activities and finances.
- Attend and contribute to committee meetings.
- Raise any major issue or conflict to the CI Management Team and the CI Director.
- Follow the University of Sheffield and CI codes of conduct.

4. Accountability & Oversight

The Committee operates under the Confucius Institute (CI) Management Team, which includes the CI Director, Deputy Director, Institute Coordinator, Marketing and Events Officer, Teaching and Learning Officer, and Project Coordinator.

The CI Management Team holds the final authority over all financial, disciplinary, and strategic matters related to the Sino-English Club (SEC).

Comprehensive handover notes and records must be maintained by the Committee to ensure effective continuity and smooth transition of responsibilities.



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汉英角（SEC）委员会职责与分工

一、简介

汉英角（Sino-English Club，简称 SEC）是谢菲尔德大学孔子学院（Confucius Institute，简称 CI）下设的一个项目。

其宗旨是在安全、尊重和包容的环境中，促进中英语言与文化的深入交流，增进相互理解、学习与合作。

所有 SEC 的运营均由孔子学院管理团队和孔子学院院长监督管理，负责批准重大决策、预算及争议解决事宜。

为体现 SEC 作为孔子学院（CI）、中国学生学者联谊会（CSSA）以及东亚研究学院（SEAS）三方联合项目的协作性质，特设立 SEC 委员会以负责其日常运作。

本文件阐述了委员会的架构、主要职责以及共同责任。

二、组织架构

职位	担任人	主要职责
总负责人	孔子学院副院长	负责总体领导，主持会议，确保活动与孔院宗旨一致。
宣传	孔子学院市场与活动专员	负责通过孔子学院的官方渠道宣传汉英角活动。
项目协调	孔子学院项目协调员	负责会员登记、考勤保管及每周活动安排。
活动负责人	公派教师	负责策划并具体实施各类文化语言活动。
外联负责人	中国学联外事部部长 / 大学东亚系代表	代表 CSSA 和 SEAS，参与 SEC 的相关事务，共同管理 SEC 活动，并支持联合的文化与学术项目。

三、共同职责

- 共同维护孔院及汉英角宗旨；
- 坦诚透明地记录各项活动与财务；
- 定期参加委员会会议并积极参与做出自己的贡献；
- 所有重大问题须上报孔院团队和院长；
- 遵守谢菲尔德大学及孔院相关守则。

四、责任与监督

委员会隶属于谢菲尔德大学孔子学院（CI）管理团队，团队成员包括孔子学院院长、中方院长、学院协调员、市场与活动专员、教学专员及项目协调员。

孔院管理团队对汉英角的所有财务、纪律及战略性事务拥有最终决定权。

委员会须妥善保存完整的交接记录和文件，以确保工作的连续性与顺利交接。