



## Secretary Committee Profile

### Duties and Responsibilities

- Responsible for the administration of LSU Fever including keeping minutes of General and Committee meetings. The Secretary must notify all members at least 7 days (preferably 14 days) before a General meeting. Copies of General Meeting minutes should be handed in to the Clubs/Socs office within 2 weeks of the meeting.
- Responsible for monitoring and managing the membership of the club, including advising LSU of any changes to fees, membership restrictions etc.
- To write and send general notices to the members of LSU Fever.
- To ensure Committee members fulfil union training requirements.
- Responsible for ensuring accurate Risk Assessments are done for all club activities, and passed to LSU Student Resource Administrator for checking. Responsible for ensuring all members read and sign RAs relevant to specific activities.
- To work with the Chair in writing up applications for Student Union Awards.
- To assist the Chair in contacting external persons/organisations.
- To assist with event organisation when deemed necessary.

### Opportunities

- Gain valuable transferable skills e.g written communication, people management, negotiation, teamwork, organisation and planning, IT, health & safety
- Free training provided by LSU
- The chance to make a difference
- Meet loads of new people
- Looks great on your cv

### Qualities

- Methodical
- Good communicator
- Well organised, particularly with administrative matters

### Time Commitment

- Minimum 2 hours p.w. – no max!
- Needs to be easily contactable
- Should attend committee meetings