SECRETARY

**Description**

The secretary is the backbone of a society and ensures that everything runs smoothly. The secretary keeps the society organised, takes minutes and works with the rest of the committee to carry out the major tasks of the society.

**Key Tasks**

Here is a breakdown of your main responsibilities:

Communication and liaison

* Keeping on top of and responding to Union communication
* Managing the society email account
* Updating the society dashboard for The Union website
* Keeping track and record of the number of society members and society progress
* Working with the chair, treasurer and social secretary to write the Societies Accreditation form
* Reviewing activities & events, and the progress of the society
* Communicating regularly with your members and keep them engaged
* Work closely with your social secretary to share news about previous and upcoming events with other societies, The Union and the general public
* Ensuring the society is GDPR compliant

Meetings and Socials

* Writing agendas for committee meetings
* Keeping minutes of committee meetings and uploading these for all members
* Booking rooms for meetings and socials, and communicating these to members
* Publicising events and socials to members, through social media and other formats
* Organising the AGM
* Working with the events coordinator/social secretary to write risk assessments

The Broader Picture

* Keeping record of photos and publicity in line with GDPR, to pass on to future committees
* Helping the Chair plan the year – being aware of your society’s key objectives, organising activities accordingly and working within Union policy and procedures
* Reviewing society activities to see what works, what members enjoy, and what needs improving
* The Secretary must know when major events e.g. balls, large socials and conferences will be held; working with Chair and Treasurer to seek fundraising, sponsorship, equipment, transport and speakers on time.

**Recommended Key Skills**

* Communication
* Organisation
* Time management
* Good attention to detail
* Team work
* Evaluation
* Strategic thinking
* Good IT skills and ability to use electronic communication methods effectively

**Training and Support**

The Union runs leadership training throughout the year, which you can sign up to through The Union website [here](https://www.theunionmmu.org/events?event_type=workshop-or-training&search=), alongside a full day of society training.

You can see a member of the Opportunities team every weekday in person, at The Union, or email [s.u.societies@mmu.ac.uk](mailto:s.u.societies@mmu.ac.uk) whenever you have a question or need advice. We also have a suite of online resources [here](https://www.theunionmmu.org/your-voice/committee-resources), to help you run your society.

**Commitment**

The Union recommends that each society have a committee meeting at least once a month. A secretary of a larger society may have a commitment of:

* 1 hour every week for committee meetings
* 2 hours every week for a regular society event
* 1-2 hours every week overseeing tasks, planning, communicating with members and committee, keeping on top of communication from The Union, writing minutes, booking rooms

A secretary of a small society may have a commitment of:

* 1 hour every fortnight for committee meetings
* 2 hours every fortnight for a regular society event
* 2 hours every week overseeing tasks, planning, communicating with members and committee, keeping on top of communication from The Union, writing minutes, booking rooms

**Skills and Experience You Gain**

As a committee member, you are gaining valuable volunteer experience. By the end of your time as chair, you will have built up a wide range of skills including:

* publicity and marketing
* time-management
* working with other organisations
* communication
* problem solving
* evaluation of your own and other’s efforts