

# BUCKS STUDENTS' UNION OPPORTUNITY PROFILE



This opportunity profile is designed to give you an idea of what your position with this organisation will involve. It highlights the commitments, skills and benefits you can expect taking up that role.

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**Role:** Secretary

**Department:** Student Activities

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**Opportunity:** The Secretary is the lifeblood of any club or society and is the person responsible for keeping club/society ticking over. As Secretary you would be responsible for liaising with all committee members ensuring that they are carrying out their own roles and responsibilities and would be the first point of contact with any general administration issues. You would need to have excellent organisational skills, good interpersonal skills and be able to prioritise workloads. In the absence of the chair you would carry out their role.

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## **Benefits:**

- CV enhancement
  - Hours can be accredited to volunteering
  - Hands on experience of working with your peers
  - Enhancement of like skills
  - Experience of managing budgets
  - Experience of working in a democratic environment
  - Time management
  - People management
  - Experience of sitting on committees
  - Experience in conducting meetings
  - New friendship groups outside of just your course and house mates
  - Being part of the largest collective group of students in the Students' Union
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## **Duties and responsibilities:**

The role of secretary is primarily one of administration although an active member in all club or society activities is important. The secretary is responsible for the following:

- To take and write up minutes and distribute copies to committee members and to ensure that the SU has a copy and any material produced by the club or society.
  - To check with the Student Activities office for any mail and to ensure that all members are informed of any new issues through the committee.
  - To send off any correspondence on behalf of the club and society. Agendas of forthcoming meetings to be send off to members at least two weeks prior o the meeting.
  - The Secretary is responsible for maintaining and updating club and society membership list and sending a register to the Activities Coordinator after each session.
  - Organise a termly appraisal meeting with the Activities Coordinator
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## **Training and support:**

As a club or society secretary you will be given training prior to the commencement of the academic year with regards to how to most effectively manage your time as secretary and your roles and responsibilities. You will also receive an Athletic Union/Societies handbook to refer to throughout the course of the year. As a secretary you will have the full support of your fellow committee as well as the resources offered from the Student Activities team including use of email, and telephone facilities, assistance with any issues that may arise within the smooth running of your club/society.

**Skills gained:** Participating in this opportunity will enable you to develop and practice the following skills:

<input checked="" type="checkbox"/> Written Communication	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Languages
<input checked="" type="checkbox"/> Teamwork	<input checked="" type="checkbox"/> Decision Making	<input type="checkbox"/> Physical Fitness
<input checked="" type="checkbox"/> Organisational Skills	<input checked="" type="checkbox"/> IT	<input checked="" type="checkbox"/> Networking
<input checked="" type="checkbox"/> Verbal Communication	<input checked="" type="checkbox"/> Community Awareness	<input checked="" type="checkbox"/> Creativity
<input checked="" type="checkbox"/> Time Management	<input checked="" type="checkbox"/> Problem Solving	<input checked="" type="checkbox"/> Environmental Awareness
<input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Leadership	<input checked="" type="checkbox"/> Project Management
<input type="checkbox"/> Delegation	<input checked="" type="checkbox"/> Cultural Awareness	<input type="checkbox"/> Mechanical Skills
<input type="checkbox"/> Financial Management	<input type="checkbox"/> Numeracy	<input type="checkbox"/> Learn a New Skill

**Time commitment:** approximately 20 hours a month

**Flexible:** 2 hours a week. Liaise with committee and Students Activities team regarding administration issues

**Fixed:**

- Attend training for your relevant team, if you are a player. 1.5 hours a week (Club only)
- Attend sessions for your relevant society.
- Committee meetings. 2 hours at least once a month
- Write up committee meeting minutes and distribute to fellow members. 1.5 hours after any meeting

**Responsible to:** The Chair

**Operates alongside:** Primarily the chair of their club or society, but also the rest of the committee, the Vice President Student Involvement and the Student Activities team.

**For further information contact:**

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**Societies:** [susocieties@bucks.ac.uk](mailto:susocieties@bucks.ac.uk)

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