

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.

Role: Social Secretary

Department: Student Activities

Opportunity: Being social secretary offers an opportunity to be involved with the socialising and the non-sport playing part of your club. You are given responsibility to help build the club/societies cohesion and teamwork through organising social events involving all members. As an elected committee member you will help to shape your club or society moving forwards.

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 social secretary is to offer a diverse range of social activities that cater for all of its club/societies membership that are not related directly to the session.

- Plan and implement a social calendar for a club/society, including non-drink related events. It is important that all members feel included and enjoy their socials.
 - Gather opinions from non-committee members on what events they would like to see and get feedback on previous events
 - Liaise with other clubs or societies to run joint socials
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Training and support:

As a social 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 social 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 social 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 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
- Social planning the event and advertising it to all club/society members
- Running the weekly/fortnightly social activity

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:

Clubs: sport@bucks.ac.uk

Societies: susocieties@bucks.ac.uk

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