

Role Description: Bath STAR Secretary

Role:
Bath STAR Secretary

Department:
Volunteer Centre

Duties and Responsibilities:

- To record and publish minutes from meetings.
- To be the main contact between the STAR Network and local charities within Bath.
- To send news emails to members, volunteers, local charities, and other affiliated individuals.
- Regularly check the su-bathstar@bath.ac.uk email account, replying to and forwarding these emails appropriately.
- Co-ordinate and manage sub-committees.

Time Commitment:

5-6 hours per week.

Venue: Various.

Responsible to: STAR Committee, members, and the Volunteering Administrator.

Opportunity:

- To be the point of contact for STAR for internal and external bodies.
- To lead the development of the group.
- Help the committee with events if needed.

Benefits:

- Acquisition of graduate skills, such as organisation, teamwork and time management.
- Chance to make a difference in local community.
- Meeting lots of like-minded individuals.

Useful previous experience/skills needed:

- Regular volunteering activity with STAR.
- Time management.

Training and Support:

- Administrative support from the Volunteer Centre.
- Management support from the SU's Events Committee.
- Training sessions through the SU.

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked)

Teamwork*	X	Delegation		Financial Management	
Verbal Communication*	X	Negotiation		I.T.	X
Written Communication*	X	People Management		Organisation/ Planning	X
Leadership*		Time Management	X	Creativity	X
Commercial Awareness*		Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Resources Management	X

*Skills required for The Bath Award