

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

**Role: Society Secretary**

**Department:** Su Activities

**Duties and Responsibilities:**

- Arranges a minimum of one committee meeting per month during term time.
- Sends out a request for agenda items a minimum of 7 days before committee meetings
- Sends out a full agenda a minimum of 24 hours before committee meetings
- Takes full minutes of committee meetings to be circulated to the committee within 2 weeks of the meeting or before the next meeting (whichever is earlier).
- Has knowledge of the entire core documents required for participation including risk assessments
- Ensures correct procedures and policies are followed for events, trips and socials
- Checks Society mail shelf and distributes post

**Time Commitment:**  
2-3 hours per week, depending on society. Plus attendance at club meetings and GM/AGM

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**Venue:**  
SU Activities Office – Across campus

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**Responsible to:**  
SU Activities Officer  
Society Chair

**Opportunity:**

- Assist with the development of the Society
- Ensure a high standard of communication is held within the club

**Benefits:**

- Enhance your CV
- Gain skills to enhance personal development
- Gain Team Leadership skills
- Improve administrative skills
- Volunteer recognition programme

**Training and support:**

- Handover training with the previous Societies Chair
- Training via Skills Development.
- Support through all SU areas

**Useful previous experience:**

- Participation in previous society events and activities
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills
- Experience of time management

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

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation		People Management		Organisation/ Planning	✓
Decision Making		Negotiation		Marketing	

**Others (as specified below):**

**For further info contact:**  
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