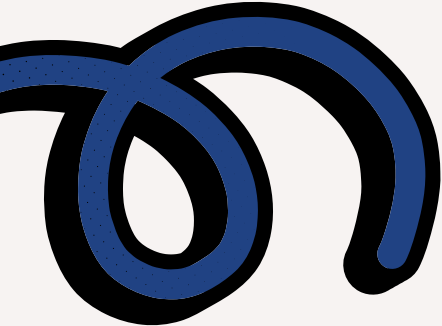


Society Training

Secretary/Social Secretary





What We'll Cover Today

Your Responsibilities

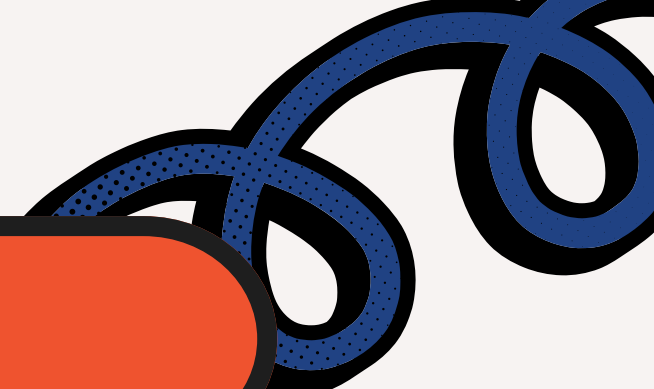
- Agendas
 - Taking minutes
 - Room/event bookings
 - Emailing all members
 - Sponsorships
- 

Q&A

Any lingering qs

Opportunity to give feedback!





What is a Secretary?

01 Responsible for all of the society admin

02 Takes minutes of all meetings and circulates agendas

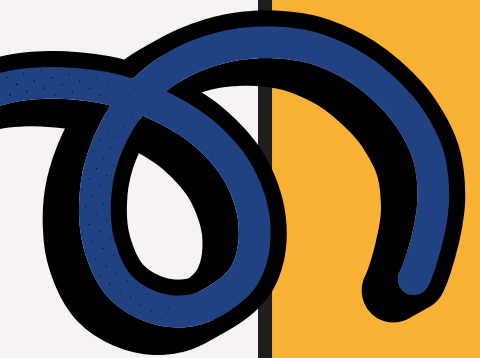
03 Keeps members up to date through emails/socials

04 Monitors society email inbox and any messages on social media accounts





What's Expected from You



Clear Communication

Please check your emails regularly! We will use emails to communicate with you so we *need* you to keep on top of them to make sure you don't miss anything!

Keep on top of your minutes

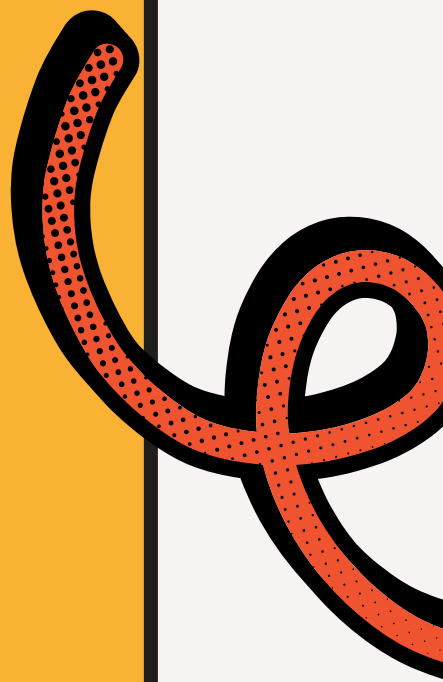
You should have a record of all official society meetings, including committee meetings. This helps you and your committee keep on track and accountable.

Be Responsive

Your members (and sponsors) want to talk to you! Monitor your inboxes - emails AND socials - regularly; aim for once a day Mon-Fri at minimum.

Collaborative Working

We are here to help you! Please engage with us and reach out for anything you might need. We're here to make the whole society process as easy and stress-free and FUN as possible!





Secretary Skills

Minute Taking

Touch typing may be a useful skill to learn to take minutes easily

You can ask speakers to pause so you can catch up, or to clarify what they've said

It's good practice to share meeting minutes with the committee (and members!)

Room Bookings

Rooms in any Uni building and in the Library are bookable online

For DUSA spaces, contact thehive@dusa.co.uk or fill in the form on the societies webpage

Try to book as far in advance as possible to make sure you get the space you need!

Mass emails

ALWAYS USE BCC WHEN SENDING EMAILS TO LOTS OF PEOPLE!

Be conscious not to bombard your members with emails - once a week at an absolute maximum

Make sure to update your mailing lists yearly to keep on top of current members



Social Secretary Skills

DM Monitoring

Make a habit of regularly checking your society account DMs

Treat things confidentially however they are communicated to you

You can ask people to email instead if it's a more serious matter

Advertising & Socials

Aim to advertise socials a week in advance at minimum, with longer for big events e.g. Balls

If you're sponsored by e.g. a club or pub, make sure to check their terms (e.g. if you have to advertise them)

Keeping to a brand/colour scheme is great for recognisability!



Formal Meetings



Emergency General Meetings (EGMs)

Notice given 7 days in advance through email AND socials

Can vote on society changes such as committee elections

Held as required

Annual General Meetings (AGMs)

Notice given 14 days in advance through email AND socials

Requires 10% of members to attend

Must happen once per year (usually around the end of the year)

Voting

Usually either done by a show of hands or (more often now) an anonymous form

It is the SECRETARY'S responsibility to count and verify votes

For committee elections, must always include open to reopen nominations (RON)

Q&A & Feedback

**No silly questions -
someone else is probably
wondering the same thing :)**

Feedback form ->

