

Volunteer Role: Secretary

Role Purpose:

To ensure everything in the group runs smoothly – including emails, agendas and room bookings.

Role Activities:

In your role, you will:

- Ensure that the group has an email account and communicates with its members
- Promote memberships and membership cards
- Keep a record of all paperwork
- Comply with confidentiality
- Sort room bookings and resources
- Stay aware of key dates for your group throughout the year

Role Benefits:

In your role, you will have the opportunity to:

- Develop communications, team work and problem solving skills
- Shape and develop your group
- Gain experience of a leadership role
- Network and meet new people
- Have your contribution recognised on your university transcript

Support & Training:

To help you in your role we will provide training & support, including:

- Support from the Activities Department, particularly the staff lead in your area
- Support from your FTO policy-lead
- The opportunity to engage with wider Students' Association activities

Eligibility:

- You must be a GCU student and a member of the relevant Society/Sports Club

If you would like more information about Societies, please contact societies@GCUstudents.co.uk
If you would like more information about Sports Clubs, please contact sports@GCUstudents.co.uk