

SECRETARY

ROLE DESCRIPTION

The Secretary role is a general position within the Committee, helping out with all aspects of the society. The tasks would be well-suited to someone with good organisational skills and a desire to get involved in several ways, without too much responsibility. Joining the Committee is a fantastic experience and one not to miss.

If you have any questions about this role, please contact Amaran on amaran@fusionchemsoc.co.uk.

KEY RESPONSIBILITIES

- To organise whole Committee meetings on a regular basis.
- To take minutes at meetings and assign tasks to various Committee members.
- To assist the President and Vice-President in their leadership roles, as well as others when required.
- To assist the Social and Ball Secretaries in organising events, such as contacting venues.
- To work with the Marketing and Communications Officer to ensure information is clear and well-presented, and help update the website, or write emails and social media posts where necessary.

IF YOU ARE...

Well-organised

A team player

Keen to learn

Motivated

**Passionate
about Fusion**

Enthusiastic

Proactive

...then the Secretary role is perfect for you!

WHY JOIN THE FUSION COMMITTEE?

- To significantly enhance your CV,
- To learn essential and useful skills for any career path,
- To make a positive change to Fusion and both the Chemistry and wider communities,
- To meet new people and have lots of fun, and
- To carry the Fusion spirit forward!

NEXT STEPS

We'd be delighted if you were to apply to become the **Secretary** of Fusion. You can apply to multiple roles.

Click the **Apply** button below or go to fusionchemsoc.co.uk/agm and complete the quick application form.

You will also be able to give a short presentation at our online Annual General Meeting at the end of April. Further details will follow after you have submitted your application.

Deadline: Wednesday 21 April 2021 at 23:59.