

# SOCIAL SECRETARY

## ROLE DESCRIPTION

The two Social Secs have probably the most fun role, as they organise our regular social events, ensuring students have a great experience in Bristol. A lot of planning and preparation goes into each event to maximise student satisfaction and ensure everyone feels included. Some events should be alcohol-free.

If you have any questions about this role, please contact Alex and Julia on [social-secs@fusionchemsoc.co.uk](mailto:social-secs@fusionchemsoc.co.uk).

---

## KEY RESPONSIBILITIES

- To organise regular (usually fortnightly) social events for students, as well as organise the Family Scheme.
- To contact venues for events and draw up concrete plans so that events run smoothly.
- To run collaborative events with other societies, even nationally, and organisations such as Fusion's sponsors.
- To work with the Treasurer to manage the budget and costs of the events.
- To provide details to the Marketing & Communications Officer to promote the events successfully and attract as much attention as possible.

---

## IF YOU ARE...

**Fun**

**Enthusiastic**

**A team player**

**Passionate  
about Fusion**

**Well-organised**

**Keen to run  
socials**

**Motivated**

**Proactive**

...then the Social Sec 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 one of the **Social Secs** of Fusion. You can apply to multiple roles.

Click the **Apply** button below or go to [fusionchemsoc.co.uk/agm](https://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.**