**Secretary (Society/Club)**

**DETAILS**

* The Students’ Union is the focal point of campus life. Upon enrolling, every student automatically becomes a member of the Students’ Union unless they choose to opt out. The Students Union is a Charity. There are over 250 Sports Clubs and Societies catering for a wide range of activities, interests and abilities which are designed to encourage the entire campus to get out and have fun! There are also opportunities to fundraise, go on tour and make incredible lasting memories through many exciting and varied social scenes.
* You are responsible organisation of your Society and Sports Club, ensuring things run smoothly. You will organise meetings, book rooms, write minutes and communicate what’s going on to your members, so they stay interested and involved.

**LOCATION**

* Flexible locations to suit role c/o The Students Union, Warwick University.

**SKILLS YOU’LL GAIN**

* Organisation and planning
* Integrity, honesty and fairness.
* Good Communicator – both verbal and written.
* Commitment to the role.
* Motivation.
* Decision Maker
* IT Literate
* Delegation

**APPLYING**

* You cannot apply to this role. This is an elected role that will require you to nominate yourself for a position.

**HOURS**

* Each of our clubs and societies is entirely student-run, with roles varying from President to Social Secretary. Each member of an exec team work incredibly hard to ensure the smooth running of their club/soc around their degree, dedicating many voluntary hours towards it each week.