

VOLUNTEER ROLE SECTION SECRETARY

As a key member of your region's Section you will be responsible for the administration of Section activities and supporting the chair in ensuring the committee functions smoothly.



Section Committees organise events throughout the year. A Secretary approximately volunteers an hour a week. The Secretary's term is up to three years, to coincide with the Chair's term of May-April.

Location: Home or office based and delivering events in your local area

What does the role involve?

- Ensuring clear written communication between your committee and IGEM
- Undertaking administrative duties such as taking minutes at meetings, preparing agendas with the Chair and circulating these to the committee
- Making arrangements for meetings and events
- Receiving and responding to information, emails and letters
- Maintaining the committee list and their records
- Maintaining levels of stationery and publicity materials
- Ordering tokens of appreciation for speakers through IGEM
- Working as part of a team with other volunteers and staff, and to make new people welcome

What skills or experience are required?

- Good communication and interpersonal skills
- Well organised and an eye for detail
- Experience of committee work and procedures
- Minute-taking experience
- Impartiality, fairness and the ability to respect confidences
- Approachable and sensitive to the feelings of others
- Ability to work well with the Chair
- Good time-keeping
- Knowledge of the Energy Industry and IGEM

What will I get out of it?

- A sense of satisfaction in ensuring everyone has up to date information on your Section and smooth coordination of activities
- A chance to work with a group of committed and passionate people
- A sense of satisfaction in delivering events and supporting people's CPD
- Opportunities to network with people across the industry
- Supporting IGEM in delivering its Institutional and charitable aims and objectives
- An opportunity to build experience for your CV

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What support or training will I get?

- Regular and ongoing advice and support from iGEM
- Resources to support events and Section activities
- Payment of out of pocket expenses
- Basic induction to iGEM and to the role