

Be the Change!

Opportunity Profile: JECSA Secretary



Do you want to make a difference, get some real experience on that CV, meet new people and learn new skills? Well read on...!

THE SECRETARY

The Secretary is a member of the Executive Committee that supports the Student President and helps out with the work they are taking part in. We ask for a minimum commitment **of two hours per week** and you will receive a certificate at the end of the year certified by Volunteer Scotland and a reference from the Students' Association for your future employers.

- Attend all meetings of the Executive Committee and Student Representative Council and ensure that appropriate minutes are taken and agreed with the President and student adviser
- Make corrections to the minutes as agreed at the next appropriate meeting
- Ensure that adequate notice of all meetings taking place is given to all members via mailing, noticeboards and other means, enlisting Student Services support as appropriate
- Distribute final versions of all minutes to all relevant parties, including the student adviser, and ensuring that these are made available to all students

What can you bring and what can we give you?

You will gain valuable skills in terms of minute taking and organisation that are highly desirable by employers across the board. You will have input to student campaigns and be involved with in meetings and events with organisations such as the NUS and Queen Margaret University.

This year we are pulling together a five year plan for the Association to allow it to grow and develop as often there are frequent changeovers in the Association Executive committee. We don't want to see any of the good work done each year go to waste!

We will be working on getting more focus on Colleges by the NUS (at present things are very University based but this is changing!) and will be looking at Carers and Young Carers in Further and Higher Education (there is at present not government policy or general guidance for FE and HE establishments on how to support and advise).

If you want to develop skills of organisation and be involved in the working of the Students' Association this is your chance to get involved!

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How to apply for a post at Jewel & Esk Students' Association

Step 1.

Look at the Opportunity Profiles online and see which one fits your skills and interests (you've started this one!)

Step 2.

Fill in the Personal Profile form and return by email to studentpresident@jec.ac.uk

Step 3.

You will have a chat with the Student President to explain the post and chat about what's involved by the

Step 4.

If more than one suitable candidate has applied for the post of Vice President, Secretary or Campus Rep then an election will take place in the week following the October break – you will be given full guidance on how to take part. The elections for elected posts will take place online on Discover.

