

Role description: Enable Committee - Secretary

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

<p>Role: Enable Committee - Secretary</p>	<p>Department: Advice & Representation Centre</p>
<p>Description: The Secretary is responsible for taking minutes of the Enable Committee meetings, updating the Enable website, and emailing members with updates no more than once per month. They will also provide publicity for the group, designing and producing materials to positively promote Enable and its activities to the wider student community. This includes producing publicity material, writing articles for BathImpact (the student newspaper) and liaising with the Students' Union Community Officer and the Students' Union Marketing team.</p>	
<p>Duties and Responsibilities (general/weekly):</p> <ul style="list-style-type: none"> Effectively publicise the group's activities, including meetings, events, and campaigns (but not including socials). Responsibility for publicising events/campaigns is shared with the relevant co-chair. Attend Enable Committee meetings and liaise with other committee members. Ensure the group works to the Students' Union rules regarding promotional material. Liaise with SU Marketing to arrange advertising such as: adverts on the screens in the SU/Chancellor's Building, posters or flyers, publicity on BathStudent. Responsible for taking minutes of Enable committee meetings, or placing brief notes of the meeting's coverage on BathStudent. Distributing any materials (e.g. PowerPoints) used in meetings, for members' benefit. <p>Secondary responsibilities (less than once a month):</p> <ul style="list-style-type: none"> Liaise with Bathimpact (Students' Union newspaper) and other forms of student media to encourage the publication of articles relevant articles to Enable. 	<p>Time Commitment:</p> <ul style="list-style-type: none"> 1.5 hours per week attending Enable meetings/committee meetings, and updating the Enable website (or producing minutes). 1-2 hours per week for publicity responsibilities, including liaising with SU Marketing, members and external contacts as appropriate. <hr/> <p>Venue: No single venue, all staff and Officers who support the role are based in the Advice & Representation Centre (Students' Union Building 3.1).</p> <hr/> <p>Supported by:</p> <ul style="list-style-type: none"> Advice & Community Manager SU Community Officer Advice and Support Advisor Enable Committee

- Distributing flyers at the start of each semester with the group's meeting times and contact details, e.g. to student services, disability services, ARC, disability careers advisor, and some halls common areas – only with permission.
- Emailing members of Enable with updates of upcoming events & activities (the email may be written by the chair(s), in part or in whole).

Opportunities:

- To increase recognition for Enable and its members through various means of publicity.
- Develop collaborations with appropriate groups.
- Develop transferable skills of marketing, communication and planning through training and experience.

Useful previous experience:

- Organisational skills.
- Communication skills.
- Written skills.
- Enthusiasm and imagination.
- Experience with publicity/marketing or graphic design would be useful, but not required.

Training:

In-house training from [Skill Training](#), Advice & Representation and the Societies team in:

- Marketing
- Website & publicity.
- Sponsorship.

Benefits:

- Free training.
- Meet new people.
- Enhance your CV.
- Gain experience in marketing and public relations and in representation.

Skills Gained:

Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written communication	✓	Teamwork	✓	Financial management	
Verbal communication	✓	Time management	✓	IT	✓
Delegation		People management		Marketing	✓
Decision making		Negotiation		Planning	✓

For further info contact:

Students' Union Community Officer
sucommunity@bath.ac.uk 01225 384223

Website:

<http://www.bathstudent.com/advice/student-groups/enable/>