

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

Role: Media Secretary

Department: Media (Supported by Marketing)

Duties and Responsibilities:

- a. Is responsible for providing an account of all Media activity, and an update on the demographic of the Media Membership each semester, to the Media Executive Officers;
- b. Takes minutes for all Affiliated Media Committees and the Media Editorial meetings and brings them to Media Executive Meetings and Media General Meetings;
- c. Acts as the Chair of the Media Executive Committee and Media GMs in the Media Officer's absence.
- d. Is responsible for ensuring that Media has a wide and diverse membership;
- e. Ensure Media Membership is sufficiently marketed to the student body;
- f. Provides targeted recruitment at areas of the student body that are under-represented in Media;
- g. Works with the Chairs of Affiliated Media Groups to target recruitment at areas of the student body with skill sets that are desirable for Media.

Time Commitment:

Plus attendance at Media Exec meetings and GMs.

Venue: URB, CTV and bathimpact, marketing office and across campus.

Responsible to: Media Officer & SU President

Members of SU Staff:

SU President (supresident@bath.ac.uk)

- Represents students in Media
- Provides advice and support for all students in Media
- Gives strategy and development to Media and the areas within it.

Helen Freeman Marketing Manager (h.freeman@bath.ac.uk)

- Oversees the area as a whole
- Deals with Risk Assessments for big events
- In charge of all the Health and Safety for society events and activities
- Setting up elections
- Retrieving results for online elections
- All administration duties

Main Tasks:

- Minting all media committees except Exec.
- Supporting the Media Officer.
- Raising the profile of media

Training and Support:

- Handover training with the previous Media Secretary
- Committee training via skills training

Useful Requirements:

- Participation in previous Media groups, events and activities
- Knowledge of role, SU Policies and how the SU and Executive Committee works
- Good Networking skills
- Organisation, Enthusiasm and Ideas
- Good inter-personal skills

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	✓	I.T.	
Delegation	✓	People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	✓

For further info contact:

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Website:

www.bathstudent.com/media