

Role Description: BUBT Secretary

Role: BUBT Secretary	Department: BUBT, Volunteer Centre
Duties and Responsibilities: <ul style="list-style-type: none"> To facilitate committee meetings, including compiling an agenda and booking meeting space. To record and publish minutes from meetings. Send regular emails to update BUBT members on upcoming events and to update the BUBT SU page with details of events. Regularly check the sububt@bath.ac.uk email account, replying to and forwarding these emails appropriately 	Time Commitment: 3-4 hours per week <hr/> Venue: Various <hr/> Responsible to: BUBT Committee and members, Volunteering Administrator
Opportunity: <ul style="list-style-type: none"> To be the point of contact for BUBT for internal and external bodies To lead the development of the group Help the committee with events 	Benefits: <ul style="list-style-type: none"> Acquisition of graduate skills, such as organisation, teamwork and time management. Chance to make a difference in local community Meeting lots of like-minded individuals
Useful previous experience/skills needed: <ul style="list-style-type: none"> Previous involvement in BUBT Time management 	Training and Support: <ul style="list-style-type: none"> Administrative support from the Volunteer Centre Management support from BUSU's Events Committee Training sessions through Bath SU

Skills Gained: Participating in this opportunity will enable you to develop and practise the following skills (marked)

Teamwork*	X	Delegation		Financial Management	
Verbal Communication*	X	Negotiation		I.T.	X
Written Communication*	X	People Management	X	Organisation/ Planning	X
Leadership*		Time Management	X	Creativity	X
Commercial Awareness*	X	Marketing		Initiative	X
Problem Solving*	X	Decision Making	X	Resources Management	X

*Skills required for The Bath Award