



Membership Officer

Mary Wang (MBBS IV)

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Name of position:	Membership Officer
Elected:	At AGM, by secret ballot
Position description and main roles:	<p>There is a wide scope of roles for this position:</p> <ol style="list-style-type: none">1. O' Week: One of the most important tasks as Membership officer is to organise the Insight O' Week campaign – our main source of sign-ups for the year! This involves planning the stall, organising catering, merchandise, sustaining a membership database, coordinating sign-up forms, music/entertainment – the sky is the limit!2. Re O' Week: This occurs in the middle of the year – and is a smaller-scale event similar to O' Week. (Depends on them medical school hosting this week)3. Insight Mailout: Monthly – 2-monthly mailouts with member updates surrounding recent and upcoming events.4. Membership Database: Use of Mailchimp to setup and maintain the Insight database.
Positives of position:	<ul style="list-style-type: none">● Absolutely fantastic way to get involved – if you love being social and concocting different ideas to get people involved in Insight – this job is for you!● A great opportunity to get experience in event organisation, mail-out design● Great way to get involved with Insight and understand the nuts and bolts of the society and the amazing things Insight does
Negatives of position:	<ul style="list-style-type: none">● Not really any
Time required:	Compared to many other committee positions – this is not as time-intensive. However, around the O' Week season, time commitment is very important, as you could imagine! Rest of the year possibly >2hours.
Ideas for the future:	Fresher designs for mailouts + more ideas/initiatives for the design, eg little competitions and campaigns in the mailout
Experience required:	No experience required – just enthusiasm and a love for Insight!
Past office bearers:	2017: Mary Wang (MBBS IV) 2016: Alan Xu (MBBS VI) 2015: Dhiren Dhanji (MBBS V) 2014: Jonathan Chou (MBBS IV)