**Membership Officer**

**Jessica Mitchell (MBBS IV)**

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| **Name of position:** | Membership Officer |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:**  | **There is a wide scope of roles for this position:**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 the medical school hosting this week) - Liaising with sponsorship officer is important
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.
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| **Positives of position:** | * 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
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| **Negatives of position:** | * Not really any
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| **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:** | 2018: Jessica Mitchell (MBBS IV)2017: Mary Wang (MBBS IV) 2016: Alan Xu (MBBS VI)2015: Dhiren Dhanji (MBBS V)2014: Jonathan Chou (MBBS IV) |