**Secretary**

**James (JB) Macadam (MBBS IV)**

[**secretary@insight.org.au**](mailto:secretary@insight.org.au)

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| **Name of position:** | Secretary |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:** | The Secretary is responsible for creating the agenda, organising the pre-readings, liaising with the AUU and booking rooms as well as taking and distributing minutes for the Committee and Executive meetings.  The Secretary also has the role of being a point of call between Committee members, and providing support when needed. Additionally, as a member of the Executive, the Secretary also is a leader of the society, and expected to contribute to discussions and decision making processes.  The secretary is also responsible for the advertising, reviewing and following up on Development Aid Grants, which are offered to final year students undertaking a medical elective overseas in a developing community. Deciding on the recipients is done by the exec/committee. |
| **Positives of position:** | * Great way to join the committee, with minimum time commitment * Working with the executive to help guide important and exciting decisions * Providing a greater understanding of the society and the inner workings of how the committee and executive function * Provides experience for future roles with Insight * Aid grants enable you to see what the good works of the charity enable people to provide to developing communities |
| **Negatives of position:** | * Not much really... * Difficult to contribute to discussions when minuting * Lots of emails and emailing! |
| **Time required:** | 2-5 hours per week, constant for most weeks (depends how fast you type) |
| **Ideas for the future:** | Expand upon the Google Drive and enforce committee members to keep it up to date. Potential for organising a better handover process. Keep up to date with AUU Clubs news. Continue implementing pre-reading material provision prior to committee meetings, so that meetings can be expanded to further discussion. |
| **Experience required:** | Previous Insight Committee experience is helpful, but not absolutely necessary. |
| **Past office bearers:** | 2018: James (JB) Macadam (MBBS IV)  2017: Daniella Nolan (MBBS III)  2016: Anna Zeng (MBBS IV)  2015: Steph Inat (MBBS III)  2014: Alyssa Pradhan (MBBS III)  2013: Alyssa Kelly (MBBS VI)  2012: Joule (JJ) Li (MBBS III) |