**Membership Officer**

**Huy Pham (MBBS IV)**

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| **Name of position:** | Membership Officer |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:**  | **Educating, Inspiring, Empowering** The memberships officer is responsible for engaging new members throughout the year, keeping all members informed about our activities throughout the year, and sharing with members how they can get involved. **Practical Aspects of the 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 – Mailouts every 2 months 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 <2 hours.  |
| **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:** | 2019: Huy Pham (MBBS IV)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) |