



## Secretary

Zoheb Mohammed (BDS III)

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

<b>Name of position:</b>	Secretary
<b>Elected:</b>	At AGM, by secret ballot
<b>Position description and main roles:</b>	<p><b>Educate, Inspire, Empower.</b></p> <p>The secretary helps to educate committee members about the workings of Insight, as well as the wider student community about opportunities to become engaged with global health within and beyond the work of Insight. They inspire committee members and the wider student body to take tangible action in the area of global health. They empower the Insight executive to set and work towards goals and ensure accountability is in regards to the overall direction of Insight. They empower committee members to upskill, enact effective ideas and initiatives and collaborate within the organisation. The Secretary is responsible for:</p> <ul style="list-style-type: none"><li>● Creating the calendar</li><li>● Creating the agenda</li><li>● Organising the pre-readings</li><li>● Liaising with the youX and booking rooms</li><li>● Taking and distributing minutes for the Committee and Executive meetings.</li><li>● Organising the AGM</li></ul> <p>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.</p>
<b>Positives of position:</b>	<ul style="list-style-type: none"><li>● Great way to join the committee, with minimum time commitment</li><li>● Working with the executive to help guide important and exciting decisions</li><li>● Providing a greater understanding of the society and the inner workings of how the committee and executive function</li><li>● Provides experience for future roles with Insight</li></ul>
<b>Negatives of position:</b>	<ul style="list-style-type: none"><li>● (Not much really)</li><li>● Difficult to contribute to discussions when minuting</li></ul>
<b>Time required:</b>	2-5 hours per week, constant for most weeks (depends how fast you type).
<b>Ideas for the future:</b>	Expand upon the Google Drive and enforce committee members to keep it up to date. Encourage further involvement from subcommittee members. Keep meetings more engaging (snacks).
<b>Experience required:</b>	Previous Insight Committee experience is helpful, but not absolutely necessary.
<b>Past office bearers:</b>	2023: Zoheb Mohammed (BDS III) 2022: Xuan Nguyen (MBBS IV) 2021: Anjana Prabu (MBBS II) 2020: Shyanne Premnath (MBBS IV) 2019: Jerida Burgess (MBBS IV) 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)