Secretary

Sophie Russell (MBBS VI)
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Position description and main roles:	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 heath. They also aid the Insight executive to efficiently set and work towards goals, and ensure accountability of tasks. They empower committee members to upskill, enact effective ideas and initiatives and collaborate within the organisation. The Secretary's responsibilities include: ● Re-registering Insight annually with YouX ● Proof-reading and amending the Constitution along with the executive ● Creating the calendar and seeking the Executive's availability for meetings ● Taking and distributing minutes for the Committee and Executive meetings ● Creating meeting agendas and pre-readings ● Booking rooms or creating Zoom links for meetings ● Help to manage the Insight storeroom ● Organising the AGM ● Contributing to decisions and helping in decision-making processes during executive meetings ● Managing the publications portfolio and supporting the Publications Officer ● Creating Insight events on Facebook and promote these on Instagram or paper flyers ● Photographing Insight events for social media marketing ● Assisting Events Officers in creating a social media promotion schedule for upcoming events and post summaries of these events ● Managing and regularly updating the Insight Facebook, Instagram, and Linktree pages ● Assist with organisation and logistical support for Insight events
Positives of position:	● Great way to join the committee, with minimum time commitment ● Working with the executive to help guide important and exciting decisions ● Being in close contact with the whole committee, working closely with the Publications and Events officers to ensure event promotion and planning are done successfully ● 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 ● Some social media and marketing exposure which can be fun and develop useful skills
Challenges of position:	● Being responsible for chasing people up, whether it be for sticking to pre-decided timelines for certain events, or for finding appropriate meeting times for the exec ● Hard to contribute to decisions within exec while minuting (although this is fine if you're a reasonably fast typer) ● Difficult to find creative ways to promote Insight's social media
Time required:	1-3 hours per week, constant for most weeks (more when upcoming events require social media promotion)
Ideas for the future:	● Aggressively expand Insight's social media portfolio and tools as this is our primary source of event promotion ● Do a fortnightly update of exec's availabilities so that more meetings can occur face-to-face as opposed to being online
Experience required:	Previous Insight Committee experience is helpful, but not absolutely necessary.

Past office bearers:	2025: Sophie Russell (MBBS VI) 2024: Yashika Paul (MBBS V) 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)