



RAG SECRETARY - ROLE DESCRIPTION 2020/21

The RAG Secretary will be the main point of contact for RAG for internal and external bodies. To lead the group's development and assist with events when needed.

The RAG Secretary your purpose will be to:

- To be the main contact between RAG and charity partners
- To arrange and oversee visits, training sessions and enquiries with charities.
- Send monthly emails to update RAG members on upcoming events.
- Regularly check the RAG email account replying to and forwarding these emails appropriately.
- Adhere to all HASU policies.

As the RAG Secretary you will:

- To record and publish minutes from RAG meetings
- Attend meetings with the HASU Finance Officer to review activity and the RAG account
- Support the creation and development of RAG activity on campus
- Attend SU executive training
- Support sports clubs and societies with RAG activity.
- Represent and promote the RAG chosen charities across fundraising activity.
- Be part of the SU Executive WhatsApp group for organisational purposes.
- Attend SU Executive Meetings.
- Attend all training provided by the students' union.

As the RAG Secretary you might

- Attend meetings or University Committee meetings.
- Engage with local and national charities and bodies.
- Collaborate with relevant student groups to run events for students.

As an elected part-time SU officer you will

- Ensure your work is influenced by student needs and opinions.
- Represent and engage with students of all types of study.
- Work and support your team of fellow part time officers and the full time President and Vice President.
- Be ready and willing to accept actions from SU Executive meetings and engage positively in the scrutiny process.

- Run campaigns alongside your fellow Officers, raising awareness of issues affecting students.

Benefits and skills from the role:

- You will gain a good understanding of educational issues.
- You will gain experience of building relationships with a range of stakeholders.
- You will gain experience of planning and leading campaigns.
- You will have access to training, development and networking opportunities inc access to BUCS meetings.
- You will gain experience of working in a team and working collaboratively.

What could YOU bring to this role?

Keep an eye out for the role during the SU elections in term 2, for a chance of holding this amazing position