

Position Title: Secretary

Member of: FDS UBC exec

Works with: Executive team, members and liaisons

Key Responsibilities of Secretary:

- In charge of logistics of organizing exec meetings – relevant equipment or materials
- Assist the Vice president with organizing special events
- In charge of the club mailing list and notification of events through facebook
- Help VP Marketing to keep the website updated with event information
- Organizing ticket purchases for team/members to competitions

Key Responsibilities as an Executive Member:

- Attending and taking minutes of weekly executive meetings (date and time to be set based on availability)
- Involvement in exec activities, and meetings
- Help babysit a minimum of one activity/lesson per week
- Participate in the organization of events, workshops, etc.
- Marketing of FDS to students (especially during recruitment)
- Embodiment and example of FDS spirit for the whole club to feed off of!

Term of Service:

- May 2009 – March 2010

Qualifications:

- Very organized and hard working
- Teamwork and dedication to the club
- Project management skills an asset

Need more info?

- Contact President, Jessica Lam (ubcformation@gmail.com or 604-836-8021)
- Club information at <http://ubcformation.weebly.com>

Application Due (by e-mail):

- Saturday April 4th 11:59 pm

