

This opportunity profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

Role: Secretary Bath Entrepreneurs

Department: Department: Student Enterprise. Students' Union Development Team

Duties and Responsibilities:

- Minute taking for meetings
- Keep a record of all minutes
- Distribute minutes and information to members
- Attend all BE meetings
- Manage BE inbox
- Work alongside all committee members to plan and deliver new and recurrent BE activities.
- Ensure that all Health and Safety requirements are in place.

All committee members will be required to:

- Support promotional activities: Fresher's Week, Refresh Week,
- Attend committee meetings and socials

Time Commitment: Minimum of 5 hours per week, but will need to be flexible.

Venue: Virgil Building, 18 Manvers Street

Responsible to: Bath Entrepreneurs Committee
SU Activities Officer, Student Development Support,
Student Development Manager

Benefits:

- Drive change and grow the BE community
- Enhance your CV and employability
- Network with businesses and entrepreneurs
- Opportunity to experiment with online and offline marketing strategies
- Take part in a variety of BE events

Training and support:

- Support from Student Enterprise Coordinator
- Various training from Skills Training
- Specific role training available

Opportunity:

- To work with the committee to keep members and records up to date
- Develop new systems to communicate up-to-date news

Useful previous experience:

Participation in previous BE events and activities; good skills for chairing meetings; good inter-personal skills; the ability to delegate tasks efficiently; an interest in entrepreneurship and enterprise

Skills Gained: Participating in this opportunity will enable you to develop and practice the following skills

Written Communication	x	Teamwork	x	Financial Management	
Verbal Communication	x	Time Management	x	I.T.	x
Delegation		People Management		Organisation/ Planning	x
Decision Making		Negotiation		Marketing	

Others (as specified below): Problem Solving, Creativity

For further info contact:

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