

BME Network Secretary

The BME Students' Network committee leads the Union in providing for the social lives and representational needs of BME students at UCL. As the Secretary for the BME Network, you'll take accurate notes of forum proceedings and circulate those notes no later than a week after the forum. You'll support the BME Students' Officer in the production and circulation of agenda and in the production of the BME Students' Network emails. You'll also work with the Social Secretary and BME Students' Officer to publicise forums through a variety of media. As a member of the committee, you'll also have a say in the overall direction of the Network.

What will you do as BME Network Secretary?

With training and support from Union staff, you will:

- Be responsible for ensuring that there is an accurate note of the proceedings of the forum meetings, as well as for its timely circulation after the meeting
- Support the BME Officer's organisation of the Network meetings, including the production and circulation of the Network agendas

Who can stand?

All students who self-define as BME

What is involved?

- Minimum of 2 Section meetings per term
- Attendance at any relevant BME Network and Union events