

## Women's Network Secretary

The Women's Network committee leads the Union in providing for the social lives and representational needs of Women students at UCL. As Secretary of the Women's 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 Women's Officer in the production and circulation of agendas, and support the Women's Officer in creating the Women's Network emails. As a member of the committee, you'll also have a say in the overall direction of the Network.

### What will you do as Women's 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 Women's 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 a woman

### What is involved?

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