

# Warwick Volunteers



## Warwick Volunteers Student Executive Committee

The Warwick Volunteers Student Exec Committee are a

group of 6 individuals that closely collaborate to represent students in the volunteering space. The entire committee share a strong passion for volunteering and seek to share this with everyone involved with or potentially interested in volunteering. They work in tandem with the Warwick Volunteers Staff and Project Leaders for our 60+ projects, as well as with members of the community and University staff members from: Widening Participation, Student Opportunity and beyond.

### Secretary

The Secretary of the Committee plays a supporting role to the President and assists in all matters under the instruction of the President. The main job of the Secretary is to liaise between the Executive Committee and WV staff by attending to internal executive correspondence. The position involves administering all the important requirements of the Executive Committee - such as taking minutes, booking rooms, circulating dates and notes, etc. As a result, the position requires frequent communication with all the relevant stakeholders which allows the Secretary to co-design the planning and the general strategy of the Committee. Furthermore, the Secretary plays an essential role in the recruitment process and the subsequent handover process, by helping with scheduling and coordinating the handover documents.

### Roles and Responsibilities

#### *Expectations*

- Conducting all essential requirements to ensure running of the Executive
- Facilitating smooth communication between the Exec and the staff team
- Attending and co-organising internal meetings
- Coordinating Exec's handover documents and handover meetings

#### *Opportunities*

- Regularly helping other Exec members with their work and planning
- Representing WV at relevant community events
- Deputising for the President when absent

### Role Suitability

- *A passion and love for volunteering above all else!*
- *Time management & organisational skills* – as the main administrator of the Committee, a good sense of organisation is probably the most crucial skill
- *Teamwork / Communication* – working closely with exec and staff members means that you will need tight communication and co-ordination
- *Proactive & Mindful* – as you will be outlining the administrative framework for the team, make sure that everyone is on the right track and be conscious of their needs and availability
- *Commitment / Professionalism*– WV works to a 5-year strategy that you will be part of executing
- *Agility / Problem Solving* – in the wake of COVID, volunteering has taken a new dynamic shape, which any exec member (particularly those in a senior leadership role) will have to adapt to.

### Time Commitment

The role of the Secretary requires a moderate time commitment. Primarily, you will dedicate your time to regular meetings, drafting organisational documents and to communicating with the other Execs. Other than that, sometimes you will be required to help on some developments or representational events.

Given the seasonal variation of the role, it is difficult to quantify an hourly workload; some weeks are certainly busier than others. It is normal for some work to be undertaken remotely during vacation times.

### **Support**

You will always have the support of the WV staff in many administrative tasks; do not hesitate to ask! You will be meeting the staff quite often and so they will be available to help you. Apart from the staff, you will be mainly working with the President who will give you instructions and advice on how to carry out your responsibilities.