

AU Secretary and Communications Officer

Aim

The Secretary and Communications Officer is a member of the Sport Zone which organises and develops sport within HUU. In addition to their specific duties, the Secretary and Communications Officer contributes to the objectives and projects of the zone throughout the year.

Key responsibilities

- Attend Union Council and AU Executive meetings;
- Take the minutes of AU Council and Zone meetings;
- Chair of Colours Committee;
- Responsible for recording player and team of the month nomination;
- Provide link between AU clubs and HUU Media for requested coverage of fixtures/events;
- Ensure each edition of The Hullfire Sport section contains adequate AU information;
- Facilitate interviews for AU Player and Team of the month that are to be covered in The Hullfire;
- Keep video content up-to-date and make sure teams are not abusing the zero tolerance and media policy in place.

Useful skills or characteristics

- Interest in the organisation and structure of the AU
- Effective time management
- Be adaptable and communicative
- Good organisational skills

Skills you can expect to learn and develop

- Develop communication and liaison skills.
- Improve time management skills.
- Gain experience in chairing and minuting committees.

Expected time commitment

On average you will spend between 6-8 hours a week on this role. Some weeks will be more demanding than others.

Further questions

Please email the current office holder Laura Webb on L.A.Webb@2014.hull.ac.uk or the responsible Student Officer, Matt Bramall on M.Bramall@hull.ac.uk if you have any questions about the role.