



Job Description: RAUSU RAG Secretary

Term: From 1st August 2018 – 31st July 2019. To include a handover period during the summer term of 2018

Line Manager: RAUSU General Manager

This officer is an elected student representative.

As an elected RAUSU Officer you will:

- Be an Ambassador for the Royal Agricultural University Student Union (RAUSU), safeguarding its good name and values.
- Work closely with the other Trustees, General Manager and the RAUSU elected officers to support the effective management of the RAUSU.
- Ensure effective teamwork and good working practice within the RAUSU.

As the RAUSU RAG Secretary you will:

- Alongside the RAUSU RAG Chairman, be responsible for organising and publicising all charitable activities.
- Be responsible for ensuring accurate minutes are taken from all RAG Committee meetings and ensuring that copies are circulated as appropriate.
- Maintain files of all RAG related materials in an efficient filing system.
- Liaise with the Board of Trustees, RAG Chairman and elected officers to identify suitable RAG Charities, where the final decisions will be decided by a student vote.
- Work with the RAG Chairman to provide a full RAG calendar of events in a timely manner
- Promote RAG Week and its programme of fundraising activities on the RAUSU website and other social media channels.
- Promote student involvement in charity fundraising activities and community projects on the RAUSU website and other social media channels.
- Ensure all communication with RAG charities and supporters is efficient, prompt and professional.
- Coordinate regular RAG Committee meetings.
- Provide student representation on RAU committees as required.

Please also note that students who have been dealt with in accordance with the RAU Disciplinary Procedure are not eligible to stand for any elected position.