Secretary Recruitment Plan

Availability: 1

Responsibilities:

- Help arrange committee and sub-committee meetings, such as room bookings and taking notes.

- Maintain an archive of meeting minutes for the proceedings of all society meetings

- General email correspondence to external organizations, scholars and partners to maintain the connections.

- Help arrange China Talks and Special Events, such as registration, attendance rates calculations, gather data from online ticketing system.

- Help arrange recruitment for each semester.

- Maintain membership management.

- Maintain the relationship between USU and the society.

We want people who are:

- Organized (time management and practical)

- Earnest (being sincere to others and have a drive to continue the society)

- Passionate (showing up to events and keeping oneself involved)

- Detail-oriented (picking tiny errors If any, and overall play a big support role for the success of the society)