**Engineering Secretary**

**Answers to:**

* Engineering Directors

**Responsibilities:**

* Liaising with Business and Media Team members to organise logistics for events
* Liaising with Event Manager to organise events/socials
* Ensuring all engineering documents are ‘in-order’
* Preparing purchase forms for authorisation
* Assisting in the organisation of logistics for the Formula Student competition
* Making engineering publications (e.g. internal/external newsletters, email meeting dates etc.)
* Assisting with cost reports (by providing technical knowledge and experience to the business team)
* Booking meeting rooms
* Ensuring communication channels are current (e.g. engineer’s emails are up to date)
* Taking any ideas that engineers may have (e.g. regarding the society) and collaborating with the Business Team to implement them

**Notes:**

* Must be an engineering student
* Will become part of the SET (even if 1st or 2nd year student) as this is a position of responsibility
* Must act as the link between the engineers and business team