

Attila Szabó for Secretary

Proposed by Péter Juhász, Junior Treasurer 2015-16

Seconded by Márton Price, President 2015-16

I am Attila, a third year physicist at Trinity College. I was involved with the Hungarian Society committee for the last two years as General Member and Access Officer, respectively. I am keen on furthering the Society's interests in a role of responsibility in the coming academic year: I believe I could do so most efficiently as Secretary.



As Secretary, I would

- Carry out basic duties (keeping the Minutes of General Meetings and committee meetings, etc.) to the best of my abilities.
- Keep an eye on all activities of the executive committee, ensuring no outstanding issues remain unaddressed.
- Help the President run the society smoothly and efficiently: organise committee meetings as needed, facilitate the flow of important information.
- Maintain the Society membership list at the high standard set by Zoli.
- Manage the Society mailing list and write regular emails about upcoming events.
- Maintain the contents of the Society website up-to-date.

Also, as a member of the committee, I would help other members in carrying out their duties as needed, and take part in organising Society events. In particular, I would provide the future Access Officer with advice and help based on my experience in that role.

I believe I have the skills and experience required for a good Secretary:

- I have been a member of the committee for two academic years. In this time, I have obtained a comprehensive overview of the activities and the operation of the Society and the committee. This is invaluable to organise internal communications of the committee efficiently.
- I have taken active part in organising Society events which I would carry over to the coming academic year.
- As IT Officer of the forming Hungarian Student Societies' Association, I have gained experience with managing mailing lists and editing WordPress-based websites, which is helpful with managing the contents of the Society website.
- I am hard-working and able to perform well under significant time pressure, therefore, able to carry out all the Secretary's duties besides my academic work.
- I consider myself precise and keen on order, qualities vital to handle important information responsibly.