

General Secretary Duties:

- Typing and making of Agenda's and Minutes (I used a common template)
- Updating of the database (list of cardholders and non-cardholders)
- Keeping office in order and filing system accessible to all
- General conduit between the rest of the board and the President and Vice President, make sure that they are aware of anything that comes up during the week.
- Email students
- Responsible for publishing of articles on MIMSA.CZ
- Responsible for checking the General MIMSA email account
- Making of MIMSA cards

Since I became general secretary of MIMSA I have imposed a lot of changes to the organisation which have made things easier to work with for the rest of the board. The first thing to note is the MIMSA database- this is possibly the most time consuming thing that you as G.S have to do but, it is the most important thing- It is imperative that you know off hand if someone is a member or not (from memory, it saves time) and have a list of the students for the rest of the board- For events you need to know quickly if they are members or non-card holders- The database works by inputting manually the names, emails and UCO of the students from the forms you are given. I found that due to the numerous names of the students, using the IS. Email and names is far more worthwhile than using the personal emails. The Forms are needed to be kept as they have the signed permission on that back for the data to be used by MIMSA. They are filed into years in the office. The method I used for inputting them is that P or paid means they have paid- M is that that card has been made and a signature means they have been inputted into the System. I used Access for the database and made up various self updating forms- It is up to you what you would like to use.

That is the main duties of the G.S, next is writing emails. When writing emails one needs to take into account that you are writing for the MIMSA board and as such, you should check the tone of the email and that the style is formal. After which you may use the mailing list from the students from the database- Or you can forward to Helena to email all students (including ones that didn't give us their info).

MIMSA.CZ is the overall responsibility of the IT Manager however; I was given permission to publish relevant articles to save time. Again the tone should be formal and appropriate.

The G.S is the general dog's body of the board. Most things that take a lot of time and effort now fall on you. It is very time consuming but, I found in the end was very rewarding. Good luck for the future and I hope that you find the transition better than I found it. If you have any problems please contact me.

Stuart Andrew Hopkinson MIMSA Board 2010

