Secretary of AEGEE-Mannheim

The Secretary is the head of administration & communication of the Antenna. He/she ensures all organizational processes run smoothly. Furthermore he/she is in contact with both members of the association and other Antennas as well as AEGEE-Europe.

Requirements for the job:
• Reliability
• Capability to work in a team
• Openness and communication skills
• Practical experience in and knowledge about AEGEE

Task Overview
• Closely work with the president and directly assist him/her
• Ensure communication between board and ordinary members as well as generally within the antenna
• Inspire members to take an active role in AEGEE
• Taking care of location-management
• Taking care of internal process & data management
• Data privacy responsible
• Take minutes during the board meetings
• Stay in communication with NetCom and AEGEE-Europe
• Stay in contact with the Alumni and honorary members of AEGEE-Mannheim