

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