
SECRETARY — Hannah Marcus

The last time I was given large amounts of administrative responsibility, I was described as an **organisational maniac**.

I would like to bring my skills for dramatic administration to the JCR Committee.



I think I would make a good secretary for a number of reasons:

- In order to be a college librarian, I have had to prove myself capable, organised and good at administration. Furthermore, it means there are six hours a week when I have nothing to do except sit at a computer and send emails
- As President of the Heywood Society, I am already familiar with the workings of committees
- This also means that I already have good relationships with College Staff which I hope to utilise and improve further
- I have thoroughly read all the previous JCR minutes (admittedly for less than pure motives), and so am already aware of what is expected of me
- I am a fast touch-typist, and I actually really enjoy administration

As Secretary, I would:

- Use my connection with the College Newspaper to expand the ways in which information can reach members of the JCR
 - Explore ways of making bulletins more friendly and readable—would people prefer more emails with less information in each, or the opposite, for example?
 - Make sure meetings and decisions of the JCR are well-publicised
 - Fulfil my general and specific role on the committee with efficiency and enthusiasm
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