

**Full Name:** Calvin Eu

**Course:** MSci Chemistry Year 1

**Position:** Malaysian Society - Secretary

**Proposer:** Alya Nor Azhadi (BSc Medical Bioscience Year 2)

**Seconded:** Low Yi Xhin (MSci Chemistry Year 2)

## **Motivation**

Since joining ICUMS, not one day has been the same, from buddy family events to MNight practices and socials. Through every event, I've felt increasingly at home, forming **meaningful friendships and connections along the way**. I've always admired how smoothly the society runs, and that's all thanks to the dedicated committee members working tirelessly behind the scenes to create such memorable experiences for us at Imperial. I would love the opportunity to **give back and do the same for the next cohort** to ensure they feel welcomed, supported, and truly part of this community from the very beginning.

## **Skills & Attributes**

**Attention to detail:** As a secretary, it is essential to accurately record decisions and communicate information clearly and professionally. As a STEM student, I develop this skill through **analysing data and presenting findings with precision and care**. This has strengthened my ability to **work meticulously** and ensure accuracy in everything I produce.

**Communication:** Clear communication is essential for the smooth running of any society. Through my experience working in hospitality, I have developed the ability to **respond to emails professionally and communicate effectively** in fast-paced environments. I have also led teams and trained staff to follow established protocols, **ensuring consistency and clarity** in operations. As a committee, I am confident in collaborating closely with fellow committee members to prevent miscommunication, particularly when handling room booking requests and liaising with the Union.

**Teamwork:** Having served as a prefect and a member of the student council in sixth form, I developed **strong teamwork and problem-solving skills**, working collaboratively to reach effective solutions which is an essential part of ensuring a committee runs smoothly. I am an active listener who values everyone's ideas and contributions, and I continuously **strive for improvement**. I welcome constructive feedback and use it to refine my work and perform my role to the highest standard.

## **Initiatives**

## 1. Shared calendars

Although announcements are made, WhatsApp channels can sometimes get **lost among the many societies chats you join**, leading to missed important deadlines. As everyone uses the **centralised Outlook calendar**, a shared calendar could be implemented.

- Can help **inform members about events and MNight practices**, including timings and locations, with the option to set reminders and notifications.
- **Short, precise, and clearly formatted**, with the option to add any additional notes.
- Customisable **colour-coding** for different calendars to distinguish between events, especially for those in **more than one MNight division**.
- **Optional to unsubscribe** if no longer required
- Shared at the start of Freshers' Camp and pinned in respective group chats.

## 2. Addition to formatting of newsletter

After receiving feedback from peers, I've realised that not many people read the newsletter as it can be **too long, and most people mainly want to know about upcoming events**.

- Establish an **'Upcoming Events' calendar for the month** that can be featured in the newsletter, followed with the usual sign-up links and further details attached below for those who would like to read more, this makes it **easier to read** and add to personal calendars
- Following from shared calendars, events would also be shared on the respective calendars accordingly and therefore links to these calendars to be also **included in the newsletter**
- **Colour code upcoming events** section for easier visualisation
- The Buddy Family Ranking should also be more **widely promoted to encourage greater attendance and healthy competition**. Currently, it is only shared during OGMs, which limits engagement. Sharing regular updates through additional platforms would help **maintain excitement, increase participation, and keep members consistently motivated throughout the year**.

## 3. Feedback forms

To continue striving for maximum engagement, we should actively ask our members what they want by collecting feedback. This can play a crucial role in shaping future events and ensuring that everyone has a positive and enjoyable experience.

- Collect feedback using **Qualtrics**, which many Imperial staff use. It offers a **familiar format, a cleaner layout** than Google Forms, and is **mobile-friendly**.

- Data and insights can be shared with Events Officers. In addition, one key advantage of Qualtrics is its ability to analyse common responses, making it easier to identify recurring comments **without having to read through each individual Microsoft Forms submission.**
- Added to monthly newsletter and can be sent out at the end of every month in WhatsApp Announcements Channel
- Incentive could be to enter a draw for chance to win snacks or vouchers

#### 4. Transparency

I aim to circulate the meeting minutes after every OGM and AGM to ensure transparency and keep members informed of **key discussions and decisions.** I also propose creating a **shared drive** containing an archive of past meeting minutes, allowing members to review what ICUMS has achieved over the years.

- This archive would **highlight successful initiatives,** including events that may not have been held for some time, and showcase the society's progress.
- By providing this visibility, it can inspire members to contribute new ideas for future events and **suggest improvements to further strengthen ICUMS.**

#### Conclusion

I believe I have the skills and dedication required to succeed in the role of Secretary. I am organised, reliable, and attentive to details, qualities that are essential for managing communications, documentation, and coordinating events effectively. I am also committed to learning quickly and adapting to any changes that may arise throughout the year. Thank you for your consideration!