Jiwoo and Elif for Secretaries

Who are we?

We're **Elif** and **Jiwoo** – your candidates as **Co-Secretaries** of the Neurotech Society!

Together, we bring experience, consistency, and a deep understanding of what it takes to keep a society like ours running smoothly behind the scenes.

Jiwoo is a second-year Biological Sciences student and the current Secretary. She's launched and maintained the Neurotech Newsletter, set up a public archive on the website, and helped streamline internal communication through tools like Notion and Discord.

Elif is a third-year Biomedical Engineering student and the current Events Coordinator. She organised weekly talks, helped run Imperial's first neurotech hackathon, and standardised workflows at her startup through clear documentation and project coordination.

Behind every successful student society is strong internal organisation. The secretary role plays a key part in this – from meeting notes to newsletters and risk assessments – and we are confident we have the skills, experience, and commitment to carry this out to a high standard.

Our Vision

We have a clear vision for this role, planning to do the following:

- Increase the communication from the committee to our members – we'll send out weekly updates to our mailing list, sharing opportunities, event reminders, and deadlines – all brought together in a refreshed, monthly newsletter.
- We'll make sure everything – from past events to committee notes – is easy to find, updated, and clearly structured. We'll keep the website tidy and create systems that help future committee members, too.
- We're committed to handling all the behind-the-scenes logistics, from submitting risk assessments to dealing with the Union (so you don't have to).

We're here to help the society stay consistent and well-organised – so we can all focus on the exciting, innovative, and community-driven work that defines Neurotech. Our past experiences allow me to bring structure, clarity, and reliability to society operations, so we think we're the right women to do this! Thank you for your time, and we would be honoured to have your vote.