

Name: Natalie Chew

Course: BSc Chemistry Year 1

Position: Malaysian Society - Secretary

Proposer: Ham Huan Swen (MEng Computing Year 4)

Secunder: Tan Le Xi (MEng Chemical Engineering Year 2)

Manifesto

Throughout my first year at Imperial, ICUMS has been an essential part of my university experience. I never truly realised how much I valued being part of a community that shares my culture until I joined ICUMS. Every ICUMS event has provided me the perfect break from my academic pressures, offering a sense of home that no other society could. Now, I want to give back by joining the committee - ensuring that both our current and incoming members feel the same sense of belonging that made my first year so special.

My capabilities as a secretary

1. Attention to detail

I am able to filter, summarise data and present data clearly and professionally, always double-checking for any inconsistencies. My experience in the Public Relations department in my A-Level Student Council (ALSCO) and as a copyeditor for Felix Imperial further refined my meticulous approach to information presentation, as we had to adhere to strict formatting standards.

2. Communication

Effective communication is the key to the smooth execution of any event. Throughout my experience as the Corporate Relations Executive Director for the International Council of Malaysian Scholars (ICMS), I developed the skills to communicate efficiently and professionally, whether liaising with external sponsors or collaborating with my team. This role also enhanced my ability to manage schedules, coordinate meeting times, and maintain organised documentation while handling multiple partners and sponsors.

3. Teamwork

Throughout my experiences working in various teams in external societies like ICMS and ALSCO, I have learned that you can learn much more from listening to many different perspectives. My experiences have made me adaptable when working with others, and I always strive to create an environment where everyone in the team feels valued and heard.

4. Previous secretarial experiences

I have extensive experience in secretarial roles throughout my time at school, including my experience as the secretary in the ALSCO during my pre-university years. In this role, I gained valuable experience in recording meeting minutes, drafting and sending proposals, and maintaining clear communication with teacher advisors.

I strive to use my skill set and previous experience in clubs and societies to be able to handle all the behind-the-scenes work which will allow the committee to perform at its highest standard.

Initiatives

Below are my plans if I were to be elected as secretary for ICUMS:

1. Shared Outlook calendar

- I plan to make a shared Outlook calendar for all ICUMS events and MNight practices using the ICUMS secretary email
- As Imperial schedules all our classes using the Outlook calendar, a lot of ICUMS members, including myself, rely on it to plan their schedules
- This way we can schedule the events as soon as they have been announced, to avoid people from double booking those time slots so we can increase the participation rate for events and practices for MNight
- I plan to send the invite to the shared calendar in an email after the Fresher's Camp, and continue including the invite link in all our newsletters for any members that may have missed it
 - Members can choose to turn the shared calendar off as well if it gets too overwhelming

2. Newsletter improvements

- I plan to standardise the format of our newsletter to improve consistency
 - In the upcoming events section, I would categorise all the events under welfare, events, sports, careers, or external for all the newsletters
- For events that require sign-ups, I would make the sign-up link more prominent and noticeable to ensure members do not miss important registration deadlines

3. Improved organisation

- I will implement better tracking systems using excel for things like the collection of ICUMS shirts and Jom Makan cards
 - This will be done by having a collected column which all the committee can edit so we can keep better track
- This is to ensure that everyone who signed up receives their items while preventing duplicate collections

Conclusion

I am confident that I have what it takes to be the secretary for ICUMS. This position comes with a lot of commitment and responsibility, but it is something I know I will truly enjoy doing. I believe I will be able to work well with the other committee members to continue making ICUMS our 'home away from home'.