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Course: BSc Physics Year 1

Position: Malaysian Society - Secretary

Proposer: Aida Faez (Year 1 BSc Physics)

Seconded: Raizan Hakim (Year 2 MEng Chemical Engineering)

Manifesto

ICUMS has been an integral part of my Year 1 journey, which I am eternally grateful for. Moving across the world, I've learned to appreciate my Malaysian cultural heritage as I mingle with people from all walks of life. Yet, nothing feels like home. Events like Chinese New Year dinner and Buddy Family activities were really successful in fostering a sense of community and belonging as everyone getting together felt like being home in Malaysia again. The ICUMS committee and their events made the society a 'home away from home' for me, and I wish to be part of the continuation of this heartwarming experience by running for Secretary.

My competencies as Secretary

1. Experienced and reliable

As Secretary in my college's Literature and Film Society, I learned that clear communication is fundamental to fostering a collaborative and effective team culture. My previous role taught me to liaise with the school for events, update meeting minutes, and keep fellow committee members up to date on work. Bringing these skills to the table, I am an experienced, communicative, and reliable Secretary.

2. Collaborative and versatile

Working in teams throughout various commitments taught me to value diverse perspectives and be versatile. As Vice President of my college's Model United Nations club, I learned to be an active listener and engage with members to deliver sessions. As a volunteer with Roots and Shoots Malaysia, I learned to work in a professional context and developed a broad skillset such as liaising with vendors to prepare event merchandise and evaluate event delivery to consider its impact. These experiences shaped me into a versatile collaborator that can contribute to all walks of work.

3. Attentive and data literate

My quantitative degree and background trained me to be detail-oriented, data literate and attentive when reading through complex texts and data. Processing raw data into visualised output on lab reports taught me to be resilient and analytical in identifying anomalous data and understand why they appear. My attentive and analytical mind is further developed when putting thoughts to words in my lab reports, teaching me how to articulate findings and data in an accessible and concise method.

I aspire to be a dependable committee member that fosters a professional but also whimsical work culture while holding each other accountable to deliver on time. Secretaries are background players who act as the backbone of committees, and I am confident my broad skill set will allow me to contribute in every aspect of foreground and background work for the society to serve and flourish.

Initiatives

These are initiatives I plan to lead should I have the privilege to serve as your Secretary:

1. Automation for Quality of Life

→ Theatre ticketing automation

- ◆ I plan to collaborate with the events officers to automate theatre ticketing and seating form sendouts on time.
- ◆ This will be done with scheduled emails for the releases of ticket purchase forms and seating booking forms.
- ◆ Individual tickets will be automatically sent using Microsoft Excel and Microsoft Power Automate through the ICUMS Secretary email.

→ Calendar invite attachments

- ◆ Outlook calendar is the main scheduling platform used at Imperial. I plan to collaborate with internal event organisers to attach calendar invites on confirmation emails so attendees can add events into their calendars with one click.
- ◆ This actively encourages attendees to add events into their calendars so they don't forget about events and make other plans, ensuring a higher turn up rate.

→ Scheduled regular MNight practice sessions

- ◆ I plan to collaborate with MNight division leads to add scheduled regular MNight division practice sessions into outlook for signed up members
- ◆ This encourages participation as members look at Outlook calendars and feel 'nudged' to attend, increasing turn up rate
- ◆ This also eases the transition into university routine as scheduling gets overwhelming at the start and members may feel discouraged to attend without a time blocked session for MNight practices.

2. Newsletter improvements

→ Suggestions form in newsletters

- ◆ In efforts to encourage communication between the committee and members, I plan to implement a suggestions form to consider member inputs on future events, improvements, or anything at all!
- ◆ This also increases transparency and connection when suggestions are addressed at OGMs to make members feel heard
 - The form will be added at the end of every newsletter so members can submit responses when they feel inspired after reading through the newsletter and there will be an option to be anonymous

3. Member database improvements

→ Hall welfare events

- ◆ I met unexpected fellow Malaysians living in my same hall, and hallmates are an accessible company when feeling homesick.
- ◆ I plan to collaborate with the Welfare Officer to foster a community within nearby halls with the collection of student accommodation as part of the sign up for buddy families.

- This will be optional as members may be uncomfortable sharing but it would allow rapport to be built amongst homesick Malaysians.

→ Streamlined merchandise collection

- ◆ Everyone carries their phones with them all the time
- ◆ I plan to implement a Microsoft Form QR collection system to be filled in on the spot
 - The committee handing out merchandise checks the Excel response sheet to distribute merchandise. Double collection can be identified through checking if someone has collected twice, thereby addressing and curbing fraudulent collections.

Conclusion

With that, I am confident in my competencies to serve as your ICUMS Secretary to uphold the high standard of work today and further improve on all that is status quo. This is a demanding role, but my passion in the betterment of ICUMS drives me to contribute wholeheartedly to this role. Thank you for considering me and reading my manifesto to the end! Hope you have a lovely day ahead.