



Secretary 2025 Report

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Overview

In 2025 the role of Secretary has continued to evolve, offering comprehensive administration support whilst also adapting to a rapidly changing organisational landscape. Building on last years secretary initiatives, the Secretary position moves towards enhancing committee efficiency and overall improving the experience of its members. With the main focus being to ensure compliance with our Constitution and By-laws and committee operations being a top priority, this year put more of an emphasis on committee relations and making everything mainstream between different portfolios.

Casual Vacancies

During T3 2024 – T1 2025, working alongside the President to recruit over ten new positions for the Committee, including three crucial Director roles. Through creating promotional material and facilitated with Microsoft Forms, vacant Director positions were filled, and more officers were recruited in the process. From the 2024 AGM election process, seven new Committee members joined, with only one position being vacant, being inner-committee relations which the Vice-President oversaw.

Promotion and Engagement

From attending Oweek stalls both Trimester 1 and 2, and lecture-bashing first year classes along with the President became a successful technique to grow the membership and engagement, which to date, is 80 new members in 2025.

Throughout the year, putting posters in high-traffic areas assisted in the high-volume of sign ups for First Year Representatives, and tickets for other events. Emailing members updates of events further aided in the growth of engagement over 2025, as it informed members of the benefits and all the information relating to upcoming events.

Digital Platforms and Updating Records

Building on 2024 methods of digital transformation, utilising Microsoft Teams features to mainstream multiple features like file keeping, calendar, DUSA forms and communication has been utilised and relied upon this year.

One of their main priorities was updating the outdated Director and Executive Reporting templates to ensure compatibility with the new software and improve formatting efficiency. By maintaining a similar structure for familiarity, the updated templates were easier for others to adopt. Additionally, reorganised folders on OneDrive and Microsoft Teams to minimise duplication and confusion. This made important documents such as committee information, DUSA forms, and governing documents more accessible and better organised.

Meeting Efficiency

Monthly meetings allowed every member to be aware of others events and inform the Treasurer, Sponsorship and Marketing of what is needed in preparation. Although the Master Calendar was underutilised, these meetings and minute taking allowed the Committee to remain on the same page and be aware of upcoming events and obligations.

To enhance meeting productivity, the minutes being distributed to everyone allowed the Committee to keep on track, streamline follow-up processes and improve accountability. This ensured the effect of meetings remained effective, even if as members navigated increasingly complex schedules and informed those unavailable to attend. Following a schedule to meetings and moving meetings to not clash close with events ensured high levels of participation. Additionally, allowed Director's to share their progress for an event or reflect and talk about the successes of their most recent initiative. In addition, holding Director and Executive meetings at the beginning and during the year allowed everyone to become familiar with the resources they had to perform their obligation. Further, assisted in decision-making and planning around different portfolio events to spread events out over the Trimester.

An in-person meeting was held at the beginning of Trimester 2, after the recruitment of the First Year Representatives. This meeting provided an opportunity for the First Year Representatives to meet the Committee, facilitated the inner-committee relationship to flourish and every portfolio to formally meet each other. Having food and adding activities such as Kahoot's and ice-breakers aided the engagement of officers to be included in the meetings, as opposed to just Directors and Executives to present reports.

Rectifying Governing Document Inconsistencies

As part of the Annual General Meeting, six amendments are being proposed, with majority being fixing drafting errors and inconsistencies found throughout proper analysis of the Constitution and By-Laws. Aiming to solve any confusion or unnecessary errors to make our governing documents reliable for future years.

Adding other amendments, such as removing inactive Committee Members, Casual Vacancy exception and adding to the Vice President responsibility adds more direction and clarification to these areas. Making the governing documents overall, efficient, accurate and effective.

Conclusion

The Secretary role is always changing, with different responsibilities being added or moved. The main highlight of this role is going beyond formal requirements and to engage with DLSSG members to make the society a more supportive and accessible environment. Taking a peoples-approach to this role makes the mandatory compliance to governing documents and running meetings more exiting and the role more fulfilling.