



# Harvey for Secretary

## ***READY TO DELIVER***

### ***Regular contact between exec and members***

As NPO, I have written minutes for the executive. As secretary, I will make sure that the agenda and reports for meetings are promptly released to members on Whatsapp and Forum, and that minutes are circulated quickly.

As NPO, I have already started collecting minutes from committees to get my uploaded onto the website. I would like to do this more quickly, and see what we can learn from diversity committee for officers to public directly onto forum.

### ***Internal collaboration***

As NPO, I have already suggested that this role should sit on most committees, so that officers can better use the NPO. As Secretary, I will spend the rest of the term thinking about how officers can work better together and collaborate. This includes creating strong channels of communication outside of exec meetings.

Winter Conference showed that committees can be really valuable in achieving exec goals. I would like to see us further encourage and delegate roles to committee members.

### ***Institutional Memory***

I will draft a document on best practice for chairing YL committees. I will do this by collecting data from officers and committee members, see what they do, what works, what could be improved on. I will use this to create a guide for future committee chairs to use to guide their use of committees.

### ***Action points mean action***

To make sure our action points after exec meetings are met, I will put them into a spreadsheet. I would then check up with relevant officers in the halfway point between that meeting and the next, to see if they have delivered on that action point. This should help keep YL moving forward on delivering its goals and tasks.

### ***If elected as Secretary, I will resign as NPO***