

MANCHESTER
1824

The University of Manchester

Division of
Dentistry



Manchester Undergraduate
Dental Research Society

Committee Application Form

2019/20

OVERVIEW OF ROLES

President

The president is the person in charge in steering the society to new heights. They are responsible for overseeing the whole operation and supporting the committee.

Secretary

The secretary should ensure that things run smoothly by supporting the president and conference chair. You will organise meetings, write minutes and communicate what is going on to your members. You are the first point of contact for the society via email and will also take care of the website.

Treasurer and sponsorship

Your main responsibility will be to manage the society's funds. You must also have a careful eye on the bigger picture by knowing exactly where your finances stand and be able to plan accordingly. You will be liaising with SU staff to get updates and ensure the society remains sustainable. You will also be responsible for contacting and liaising with sponsors for the conference.

Social media and marketing

Social media and marketing is a very important role in every society. We need someone that is comfortable engaging on different social media platforms and coming up with creative ideas to ensure we can reach out to as many people as possible about the society's activities. This may include liaising with other dental schools.

Graphic Designer

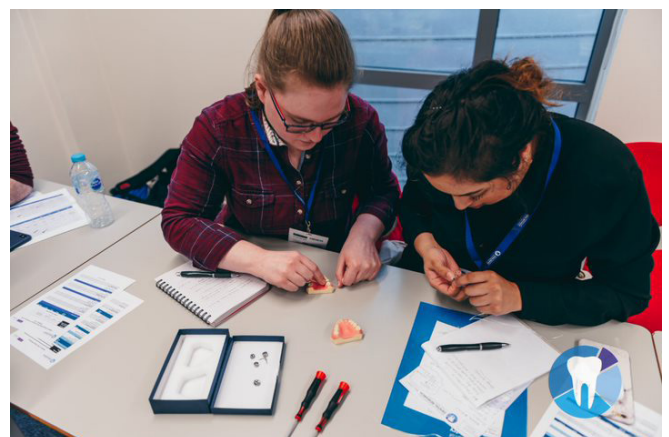
Any successful society needs fantastic looking graphics for its events. You will be responsible for producing any graphics that will be needed, including posters for society events and other promotional material.

Conference Chair

The conference chair is responsible for overseeing the organisation of the conference. They will work closely with all committee members to guide them on what they need to contribute to the conference.

Conference Coordinators x2

The conference coordinators will work closely with the conference chair to organise the conference. You will be responsible for contacting workshop leaders and will be their main point of contact. You will also be responsible for communicating with internal staff and external companies to organise equipment and merchandise.



WHAT WILL THE ROLE ENTAIL?



A number of positions are available on the committee. Applying for one of these positions will mean that is your primary role on the committee, however tasks may be delegated out and it is expected that the whole team contributes to certain tasks.

The overall duties expected as a committee members are: to attend weekly meetings with the society, assist with organising society events throughout the year and to promote the society in a positive manner to all students and staff.

There will be a handover period to the new members and you will be fully supported throughout your role. We encourage all BDS and BSc students to apply.

This will be a great opportunity to get involved with the dental school, enhance your time at Manchester, liaise with staff and make connections, learn new skills and boost your CV. Our main criteria is willingness to get involved with the society and dedication throughout the year to help organise great events

APPLICATION FORM

Name:
Year Group:
Email:

Applying for:

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Graphic designer |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Conference Chair |
| <input type="checkbox"/> Treasurer and sponsorship | <input type="checkbox"/> Conference Coordinators |
| <input type="checkbox"/> Social media and marketing | |

What makes you ideal for the role you have chosen? (100 words)

Do you have any experience of working in a team or organising events? (75 words)

Why would you like to be a member of MUDRSoc committee? Have you been involved with us in the past? (75 words)

What new ideas can you bring to the society/ events? If selected, how would you use your role to improve the team and society? (100 words)

What three skills do you think are important in order to be successful in this position? (100 words)

Please note, those shortlisted may be required to attend an interview and will be informed of details. Society events will run till the end of the academic year so you must ensure you are dedicated to your role throughout the year. The society commitments will reduce during exam period.

To submit your application form, please email: info@mudrsoc.com