



Manchester Undergraduate
Dental Research Society

COMMITTEE
APPLICATION FORM
2021-2022

MANCHESTER
1824

The University of Manchester



OVERVIEW OF ROLES



President

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

Secretary

You will organise meetings, write minutes and communicate with others to ensure everything runs smoothly. You will also be responsible for updating our website regularly to showcase recent events and developments.

Events Coordinator

Responsible for thinking of and executing new ideas, including online and in-person events, by talking to speakers, booking rooms and creating timetables.

Conference Chair

Responsible for overseeing the organisation of the conference. You will work closely with all committee members to delegate tasks and guide them throughout.

Conference Coordinator x2

Work closely with the Chair to organise the conference. You will be responsible for contacting workshop leaders, meeting with university staff and communicating with external companies in preparation for the big day.

Sponsorship Liaison

Responsible for contacting and liaising with sponsors for the conference. You will need to create enticing sponsorship packages to attract sponsors and secure the maximum support possible. You must also work closely with the Treasurer.

Treasurer

Responsible for the society's finances. You will need to liaise with the Student's Union to manage reimbursement claims, as well as with the society's Sponsorship Liaison to ensure that all the expected funding has been received.

Social Media & Marketing Liaison

Responsible for updating our Facebook, Instagram and Twitter pages regularly. You must be comfortable engaging on all social media platforms and coming up with creative ideas to ensure we can reach a wide audience.

Graphic Designer

Responsible for creating posters for society events and announcements. This involves working closely with the Social Media Liaison to plan the posts, as well as with the professional graphic designer to design conference advertisement.



WHAT WILL THE ROLE ENTAIL



We are a **prestigious** society with a good reputation, both within Manchester and throughout the United Kingdom. We are looking for **motivated** individuals who are **passionate** about dentistry and what our society represents.

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 member are:

- to attend regular meetings throughout the year
- assist with organising society events throughout the year
- promote the society in a positive manner to all students and staff

Our main criteria is:

- **willingness** to get involved with the society
- **dedication** throughout the year to help organise great events

This is 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**. There is also room for **growth** within the committee throughout the years.

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.





HOW TO APPLY



Please answer the application questions below on a **separate Word document**.

To submit your application form, please email: info@mudrsoc.com by 12pm on Sunday 20th June 2021.

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.

Name:

Year (starting in September 2021):

Applying for:

Why would you like to be a member of the MUDRSoc committee? (100 words)

Why have you chosen to apply for this role? (100 words)

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

PLEASE NOTE, THOSE SHORTLISTED WILL BE REQUIRED TO ATTEND AN INTERVIEW AND WILL BE INFORMED OF DETAILS.