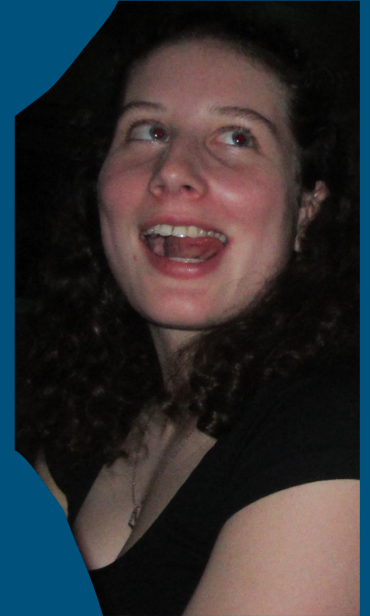


Tess for Secretary!

2026-7

(I promise I'm not actually crazy ;)



Who am I? – dedicated tramp



Fun Facts:

- I'm American (sorry abt that)
- I'm studying Linguistics
 - I'm taking a class called *Words and Sentences*– what could be better for Secretary?!
- I used to be in the circus
- I don't drink but still have loads of fun (trust)
- I've never eaten McDonald's
- I got sent to the Head of School for bouncing



Why me for secretary?

- I am (mostly) nice (?)
- I go all out for the costume themes

(More) Serious:

- I am responsible
- Dedicated to UCDC
- ★ **I want to be even more involved!!**
- Very organized
- Great at taking notes
- I check my email too often
- I'm friendly and I will talk to anyone
 - (feel free to test this out)

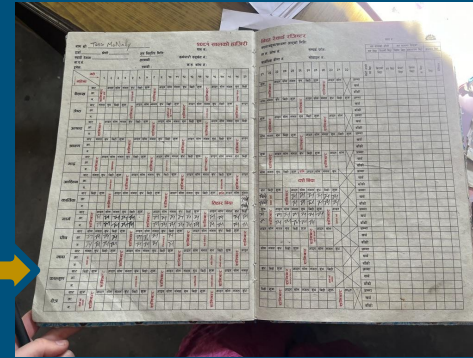
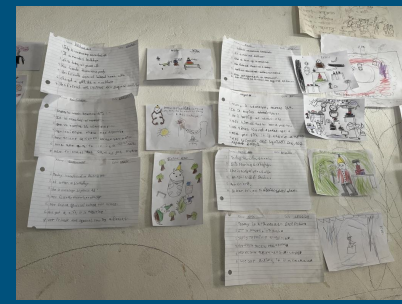


I will never sleep on the job (for real I won't promise)



Experience (actually serious)

- Teaching English in Nepal (& Peru & Online)
 - 6 lessons a day 6 days a week of dif levels
 - Organization
 - Planning
 - Time-management
 - Note-taking
 - Grading & assignment review
 - (Incl. record keeping in foreign languages)
- Student Council President
 - Working in a team
 - Planning ahead
 - Dealing with bureaucracy
 - Communicating
 - Advocating for our needs
- Field Hockey Captain
 - Leadership
 - Responsibility
 - Communication



I will: (also actually serious sorry)

- Be at every training and event that I can
 - (just like I have been this year)
- Keep track of new member statuses
 - By always being there
 - Talking to all the new members
 - Helping out at sports expos
- Go to every meeting
 - Take notes
 - Write up reports when needed
- Help the captain(s) with whatever is needed
- Keep up club communications and records
 - Including Gymnastics Ireland
- Be a positive representative of UCD and UCDC
 - Even when not "on-duty"
- Be a present and active club member secretary commitments aside
- Help out in any other way that I can :)

From the constitution:



5.3.3. Secretary

- 5.3.3.1. Assists Captain(s) in all duties as required
- 5.3.3.2. Takes charge of administrative duties of the club including checking post and e-mail and responding on behalf of the club, as well as forwarding relevant information to the appropriate committee member.
- 5.3.3.3. Maintains all club records and correspondence for the year and ensures all appropriate information is kept and passed on from year to year
- 5.3.3.4. Maintains club membership and mailing list
- 5.3.3.5. Takes minutes at meetings and produces reports as appropriate
- 5.3.3.6. Liaise with Irish Gymnastics with regard to affiliation, queries, coaching courses and any other matters/events that may arise
- 5.3.3.7. The secretary is a workhorse of the club, with much paperwork and correspondence to be done. Organisational skills and commitment are vital if the candidate wishes to handle this role successfully.

I want to help make sure everyone has
the best possible experience in
UCDTC!!!

