

Katie Stapleton – Secretary Application

About me :

My name is Katie and I'm a second year engineer at Pembroke. I am involved in stage management but am gradually learning all types of backstage theatre! I'd really like to be CUADC Secretary to support the running of the committee and helping with CUADC shows and events!

Relevant Experience:

I have gained experience on committee as Webmaster this year, and feel ready to take on a larger role with more responsibilities. I have a good understanding of how shows are supported by the committee, and key events that will need long term planning during the year.

I think that I am sufficiently organised to be successful in this position. I am friendly and approachable so that members can raise any concerns to me, and I will take them to the committee.

My ideas for the role:

- One of the main jobs of the secretary is to create agendas and record minutes of meetings so that they can be distributed to members. I would ensure that the minutes are easy to interpret and are an accurate representation of the discussions held in the meetings.
- As part of Group O, I would work alongside management and other theatre societies to make Cambridge Theatre as accessible and welcoming as possible.
- This year I represented CUADC at the Freshers Fair and Freshers Friday, but would be excited to take the lead in organising these events to be even better next year since freshers are a vital part of the community!

