

# ASHLEIGH HASTINGS

## *For Association Secretary*

### *Manifesto*

#### Experience -

Having previously worked as a Team Administrator for two Deputy Directors of Bradford District Care Foundation Trust I have a lot of experience writing minutes and creating agendas. With the fast paced environment of the NHS it meant that I had to work to quick deadlines with writing and distributing minutes, as well as agendas for the next meeting. It also meant managing work and being flexible with my time due to the number of meetings that I had to minute. I always managed to find a good balance when it came to this.



I am also currently a Voice Representative in my retail job, so also have experience working with my colleagues and taking their thoughts and ideas to meetings that they cannot attend. I am passionate about making sure their voices are being heard.

#### Aims-

If elected I would like my time as Association Secretary to achieve the following

- To give a quick turn around on all minutes and agendas, keeping them well organised.
- Work hard to make sure the voices of postgraduate students are being heard.
- I want to work flexibly with the rest of the committee to make everything run as smoothly as possible



- Work to help Keele be green and work for the KPA to be as sustainable as possible.
- Work hard on all fundraisers for charities that the KPA are a part of, and take charge and run them as well.

More about me! -

I am a current Masters student studying Creative Writing. Wanting to eventually go onto a PhD. I also came to Keele for my Undergraduate degree in English and American Literature's. I then took a year out where I gained my experienced in the NHS. When looking to go back to university for a Masters degree Keele was my obvious choice as I loved the

community atmosphere that it gave. I want to keep that community spirit going as part of what I would do as Association Secretary. I also work in retail alongside my masters degree which gives me lots of experience with different people. In my spare time I also play Quidditch, read and write. I am quick to learn and feel strongly that I would excel in the role I am running for as it has similarities with past roles that I have had.

Thank you for reading my manifesto!

I hope you will consider me for your Association Secretary, and will come along to the Hustings on the 25th April at 5pm to hear me speak and ask questions



Hustings: 5pm 25th April  
Voting Opens: 7pm 25th April  
Voting Closes: 5pm 27th April