Motivational Letter for IADS
General Secretary position

Dear IADS Leadership and Delegates,

It’s been two years already I have been working in IADS. First year I spend working as Liaison Officer in Editorial Board and this year I occupied Editor’s position. However, I don’t want my journey to end here… This year I would like to propose myself for position of General Secretary of IADS.

It’s been a year since I am working in Executive Committee and I have learned a lot. Not only as the editor, but also as a person, leader and dental student. I have experienced many good things but at the same time negative things, learned from my own and other's mistakes, analyzed them all in the processes. However, there is nothing, absolutely nothing I would do differently. I believe that things happen for a reason, we just need to look at them from the right perspective. Talking about specifically general secretary’s (GS) position, you have probably heard many ex-GS claiming that it is unbearable amount of work, time-consuming position, a lot of stress etc. Yes, I have heard that many times as well…But since last year I have been managing workflow of Editorial Board and I do think it was done pretty good. We have accomplished this year much more than last and our team members have a good connection with each other. Same strategy I am planning to apply on the whole IADS community if I will be elected as GS. I will not focus on my individual tasks rather I will try to distribute work among members and keep them tracking. Did you know that this year bimonthly report of April was sent only by 4 members out of 18? I have to admit even I did not sent it… But that’s not the point. It does not make me or other members worse chairman/leaders of our team. It just means that tracking of their work was lost in the process. People were focusing on wrong tasks, trying to finish it all by themselves rather than giving away tasks to others and focusing on what they really should do. You might think giving commands is easy work, but trust me it requieres a lot of time, good planning and leadership skills. We have so much members around us, we just need to distribute it all in a smart and effective way so that
association would be involving from all different perspectives. Below I will make a short and clear action plan of what I am planning to do upcoming year as a part of my motivational letter.

Thank you for reading. I do feel confident proposing myself to be the next General Secretary of IADS. Two years working here have helped to see what needs to be done and the ways how to achieve our goals.

Warm wishes,
Greta Kersyte

Action Plan of General Secretary

* Secretariat Office. It always good to have a team working together with you. During recruitment I will also open a call for Secretariat Office and depending on how many members I will have, I will distribute work to track membership cards, prepare agendas, collect minutes from other tasks forces, action plans, cooperate with other commitees such as CREME, Regional Directors, External Relations etc.

* Evaluation of workflow. It is needed to track not only the amount of done work, but also the quality of it. Members during the Skype meetings should be evaluated by the way how long they talk, discuss, raise questions and participate in dicussions.

* Liaison. General Secretary has to create a good connection between members and work groups. I will try to create and engage work in groups rather than individual tasks and involve as many people as possible. Also create a good cooperation with External Relations to communicate with other partner associations, Regional Directors and CREME to recruit new members and update membership cards as well as inform delegates about current situation, Treasurer and Fundraising Committee to contact with partners and sponsors, and other Leadership members to help with their tasks and provide good quality results.

* Constitutional Committee. I have to admit, I did not know a lot about Constitution and Bylaws of IADS before. But after this year I am more familiar with our documents and internal laws. However, there is still a lot to change and we should engage the work of Constitutional Committee for next year as well.

* General Assembly. The most important events of the year are General Assembly. I would focus on preperation of good and realistic agendas that would be possible to finish during the meetings as well as easy and fast access the information for Delegates and Leadership members.
• **Certificates.** I would like to propose the idea of each event organisers be responsible for that, whatever it is IADS MYM/AC meeting, voluntary project etc. If the organizing committee needs help with creating design, etc cooperation with Editorial Board or other committee could be provided, but as every organizing committee is responsible of the creation of event, it has to be responsible to provide certificates on time as well.

• **Yearly events and strategy for one year.** It is necessary to keep tracking yearly events and have a plan of upcoming ones. This way we can focus on more important and urgent tasks and least ones leave for later. In order to do it, we need to have frequent meetings with MYM/AC teams, voluntary project organisers etc.

• **Google drive.** There is so much good information here that was left from our previous generations. However, due to excess of files, many valuable files have been lost. My goal is going to be to clean and make google drive - a more user friendly system that people would have quicker and simpler access to all necessary information.

• **Collecting minutes during meetings.** My plan is to create a short and clear minutes, more of a plan what has been talked and discussed during the meetings rather than write long discussions. It is always better to have a well organized file/plan where things a clear and rather short but at the same time all necessary information is there.