

BIEN Secretary Report 2020

Submitted by Julio Leonidas Aguirre

The main concerns and activities for the Secretary since the previous report have been: (1) To manage the institutional email account, which entails: replying to submissions, questions and, comments that people make by email on weekly basis; forwarding information and petitions to different members of the EC depending on the subject; assisting the EC and the General Manager with different request, such as sending specific emails and information (e.g. consultations to members, information about the EC elections, etc.). (2) To assist the General Manager with the membership process by administrating the membership forms, answering questions about the process, and helping the members, and candidates with any regard. (3) The creation of an Online Membership Form. (4) The participation in the Internship program. (5) The creation, implementation, and first analysis of an online survey on members on several subjects.