

ROLE AND RESPONSIBILITIES DESCRIPTION

TRAINEE (COMMUNICATIONS) SECRETARY

The Trainee (Communications) Secretary is a member of the Association's Council.

It is the responsibility of the Trainee (Communications) Secretary to:

- Work in partnership with the Association Communications Secretary, and provide a particular focus on the needs of trainees, including but not limited to:
 - Promotion of events and relevant news/developments in the field of infection and medical training
 - Development of website and associated communication tools
 - Contribute material relevant and useful to trainees to the BIA newsletter
 - The newsletter is the route by which Council can most easily communicate and engage with the membership, outlining progress and challenges in each area of BIA work.
 - Most material is provided by other Council members but is then compiled by the Communications secretaries in whichever way is appropriate/useful.
- Work with the Trainee (Professional affairs) secretary and Trainee (Meetings) secretary to:
 - Represent trainees at council level
 - Support of the communication aspects of their roles.
 - Provide proxy attendance at meetings when they are unable to attend.

As a full member of Council, the Trainee (Communications) Secretary is expected to attend Council meetings and is elected by the trainee membership for a 2 year term of office, and as such should have at least 1-2 years before his/her CCT date when elected. If appointed to a Consultant position, Trainee Secretaries may retain his/her post for its duration.