

ROLE AND RESPONSIBILITIES DESCRIPTION

COMMUNICATIONS SECRETARY

The BIA Communications secretary has responsibility for developing the Association's communications strategy and aligning the content of the website and social media output (currently mainly Twitter) with its aims. These can be found at <https://www.britishinfection.org/about-bia/aims>. The Communications secretary also has responsibility for reviewing any complaints about content of the BIA eList and ensuring they are managed appropriately though the list itself is unmoderated. Technical support for website development and the eList is provided and the Association's secretariat will also assist in suggesting and posting content on the website and social media.

The time commitment for this role will vary throughout the term but is likely to need some investment during the first 6 months to develop strategy and support communications. Tasks associated with the role will include

- Regular meetings with BIA secretariat to establish practical aspects of communications
- Liaison with BIA journal editors
- Attendance at council meeting
- Reviewing communications (e.g. planned Tweets)
- Receive media enquiries on behalf of the Association and approach suitable contributors from amongst the membership where required

The term of office is 3 years and the post is elected from the general membership of the Association.

The post-holder may be re-elected for a further 3-year term