

ROLE AND RESPONSIBILITIES DESCRIPTION

COMMUNICATIONS SECRETARY

The Communications Secretary is a member of the Association's council.

The Communications Secretary is responsible for communication not just within the organisation, but also with other agencies and with the general public and the media.

As the website continues to develop, the Association also needs to consider use of social media to promote and disseminate the Association's key messages.

The Communications Secretary will also be responsible for:

- Leading the facilitation of media links
- Reactively providing speakers and commentators information on specific topical issues at short notice efficiently
- Being proactive in getting important messages about infection into the news and alerting members effectively.
- Developing the public face of the Association as well as ensuring effective and efficient internal communication.

Applicants should be good communicators, familiar with the use of web-based communication tools and systems, as well as other forms of social media.

Ideally they should have some experience of working with traditional media (press, radio, television), and a good network of contacts across the field of infection.

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