**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
  + Lead on compiling and editing the BIA newsletter twice a year, and contribute material relevant to trainees.
    - 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 complied by the Communications secretaries in whichever way is appropriate/useful.
* Attend Education Subcommittee meetings
* Work with the Medical Trainee (Professional affairs) secretary and Medical Trainee (Meetings) secretary and HSST 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 membership for a 2 year term of office, and as such should have at least 1-2 years before his/her CCT or end of training date when elected. If appointed to a Consultant position, Trainee Secretaries may retain his/her post for its duration. The Trainee Communications Secretary may be held by either a medical infection specialty trainee, an HSST trainee (microbiology/virology), or associate specialist trainee.