

Job Description for SCTS Communication Secretary

TERM: 5 years

SELECTION: By ≥ 3 Trustees

Duties include:

- Producing the Bulletin
- Editing the website
- Designing and producing Annual Meeting flyers
- Designing and producing Annual Meeting Programme
- Developing the website as a means of communication to members, non-members, patients and the public
- Linking SCTS with NHS website

This list is not exhaustive.

The Communication Secretary may co-opt other Trustees or Members of SCTS to assist in the performance of his/her duties as they see fit.

WORKING RELATIONSHIPS: SCTS Administrator, Meeting Secretary.

RESPONSIBLE TO: President

REPORTS TO: Executive, Trustees, Representative Board