

## REPEAT CALL

### Two Positions on the BAICE Executive Committee

The position of **Secretary** on the BAICE Executive Committee will soon become vacant, following completion of the current Secretary's final term of office. This is a key, established position on the Committee and carries with it a range of responsibilities:

- Maintaining the records of the Association;
- Arranging the Annual General Meeting, including notifying the membership, taking the minutes and sharing these with all members;
- Working closely with the Chair and Vice-Chair to develop agenda and organise Executive Committee meetings; and
- Liaising with the Treasurer and the Communications Officer to keep members up to date about BAICE opportunities.
- Other duties as required and appropriate in agreement with the Chair

We are also seeking a **Communications Officer**. This is a new, strategic post, with the chance for the new office holder to shape it creatively in response to the Associations' changing requirements and in close consultation with the Executive Committee. The responsibilities of this post include:

- Developing and implementing an overall communications strategy to outline the frequency and type of communication to be targeted to BAICE members and to the wider community. This includes website content, email messages, social media
- Being aware of the scope of BAICE activity and all its projects, events and activities in order to communicate these to the membership
- Liaising with members of the executive committee and BAICE and UKFIET conference convenors for website and communications content
- Other duties as required and appropriate in agreement with the Chair

Some technical skills for managing website content (or the willingness to develop these) and ability to use social media are required. The Communications officer works closely with the webmaster (who deals with all the technical aspects of the website management).

Both officers are expected to have the following skills:

- Excellent skills of personal organisation
- Ability to work to deadlines
- Clear written and oral communication skills
- Proactivity
- Ability to work independently

- Ability to contribute constructively and professionally as a member of the executive committee team.

The initial term of office is two years, from 1<sup>st</sup> September, 2015. Both are key positions on the Executive Committee and carry full voting rights.

All officers of the Executive Committee work closely together, and are expected to attend meetings held three times per year and contribute actively to our thriving Association. Both the advertised roles are voluntary and offer an excellent opportunity to contribute to the organisation and strategic direction of a thriving and respected professional association. We welcome applications from suitable candidates at any career stage.

Applicants must be current BAICE members. To apply, please send a two-page CV with a covering letter of no more than two pages, explaining why you are interested in the role and outlining how your skills match those set out below to [supportofficer@baice.ac.uk](mailto:supportofficer@baice.ac.uk) by **Friday 10<sup>th</sup> July**.

You are also welcome to direct informal enquiries to the BAICE Chair, Prof. Caroline Dyer ([c.dyer@leeds.ac.uk](mailto:c.dyer@leeds.ac.uk)).