



BMSS Officer Job Descriptions

Publicity Secretary

Term of office 4 years

Elected from within the BMSS Executive Committee

Mission statement as per the constitution

The Publicity Secretary shall be responsible for publicising the activities of the Society through publications and by other appropriate methods.

Major Activities:

1. Ensure an new edition of the Newsletter appears three times a year (Winter, Spring, and Summer)
2. Manage the Mass Matters Editor and together, actively invite contributions to the newsletter.
3. Be proactive in organising contributions as a record of conferences attended by BMSS members.
4. Be alert to new ideas to publicise the society and bring any such ideas to the Executive Committee for review.
5. Be responsible for ensuring that the BMSS webpages reflect the current activities of the Society
6. Design, or arrange to be designed, all flyers, posters, adverts and other publicity material for the Society as may be required.
7. Oversee all publicity material printing including conference booklets, training course booklets, flyers and posters.
8. Oversee the web site, liaising with the General Secretary and Vice-chair.