**Expressions of interest are invited**

**for the post of:**

**Chair, Communications Committee (April 2025- March 2028)**

**The Chair’s duties include**

* Chairing and running the Communications Committee including delivery of the strategic internal, external and social media targets. [Please view the BSSH Strategy here](https://www.bssh.ac.uk/strategic_plan_.aspx).
* Planning and running committee meetings; a minimum of 2 (at least one in person - see Committee regulations) and others online
* Ensure dissemination of timely Committee meeting minutes
* Present timely reports to BSSH Council meeting (three times a year - January, April and October)
* Attend the BSSH Council meeting at the request of the President typically once a year in October
* Liaise directly with any external communications company contracted by the BSSH via the Communications Committee
* Urgent/Timely response to media issues on behalf of the BSSH in liaison with the Officers
* Liaison with the BSSH Webmaster

**Purpose of the Committee**

External

* To increase public, organizational and medical awareness of hand surgery and hand surgeons
* To improve patient care through improved access to hand surgery
* To improve support for and funding of hand surgery

Internal

* To help optimise communication within the Society to increase connectivity, engagement and understanding among members

***Members wishing to express an interest in this position should complete the attached short form and return it along with a CV to Emily Lakin (by email*** ***–secretariat@bssh.ac.uk*** ***by 09:00 Monday 3rd February 2025 with the title ‘Communications Committee Chair – Expression of Interest’.***

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| --- | --- |
| **Name** |  |
| Email address |  |
| Town/City |  |
| Full Member of BSSH? (Required) |  |
| Year became Member of BSSH |  |
| Have you sat on any BSSH Committees? – If so, please list committees with dates  |  |
| How many BSSH Scientific meetings have you attended during 2020-24 inclusive? |  |
| Particular areas of expertise in Hand Surgery |  |
| Organisational skills (20 words max) |  |
| Other skills beneficial to Communications Committee organisation(20 words max) |  |
| How will you ensure the communications actions in the strategic plan are fulfilled? (200 words max) |  |
| Have you been or are you involved in previous media or comms activities either independently, through work or through the Society? (200 words max) |  |
| Personal statement (250-300 words max) |  |
| Do you have the time available for this commitment – please list your other significant commitments during April 2025 – March 2028 (with dates) – e.g. clinical/medical director, roles with BAPRAS/BOA/BSSH |  |

Please email form **and CV** back FAO Emily Lakin – secretariat@bssh.ac.uk

**Closing date – 09:00 Monday 3rd February 2025**