



Association of Breast Surgery
at The Royal College of Surgeons of England
38-43 Lincoln's Inn Fields, London WC2A 3PE
Telephone 020 7869 6853
www.associationofbreastsurgery.org.uk

Further information:

This is a new role. It is intended that the successful individual will work with the ABS Communications Coordinator and other staff to promote awareness of ABS activities to the membership and healthcare professionals. It is also intended that they will work with the ABS team to promote good quality patient information. The role will focus on communication via the ABS website, e-mail and social media. The ABS President and Honorary Officers will continue to lead on press related activities.

Communications Ordinary Trustee Role Description

1. An Ordinary Trustee will act as a Trustee of the ABS and must attend at least 70% of Executive Board Meetings per year.
2. An Ordinary Trustee will sit on such ABS committees as is deemed appropriate by the Executive Board
3. An Ordinary Trustee will work with the Executive Board to further the Objects of the Association and will take on specific projects as appropriate
4. An Ordinary Trustee will represent the ABS on external committees and reviews as deemed appropriate by the Executive Board.
5. The Communications Ordinary Trustee will support the ABS Communications Coordinator with membership communications, the ABS website and the ABS' social media postings.
6. The Communications Ordinary Trustee should have an interest in and knowledge of social media, websites and other forms of communication. They will not be expected to need technical skills in relation to these. The role will be focused on the content being put out.
6. The Communications Ordinary Trustee will work with the communications representatives from the ABS' committees to deliver good quality updates for the ABS members via its website, e-mail bulletins and social media platforms, as well as postings on social media promoting good quality information for patients and members of the public.

All ABS posts are voluntary and we appreciate that the post holder will need to fit in their ABS work around clinical and other commitments. However to ensure the effective running of the Association we do require Trustees to be able to commit to responding to urgent issues within a week and non-urgent issues within two weeks, unless a Trustee is on leave or there are extenuating circumstances (that the President/Association Manager should be made aware of). The Trustees are in a position to assign the Chair a deputy in special circumstances if required.