



**NAMEM**  
National Association of  
Medical Education Management

## **COMMUNICATION & MARKETING OFFICER ROLE DESCRIPTION**

### **Objectives:**

- To manage the communications, marketing and social media of the Association
- To actively contribute to the aims and objectives of the Association.

### **Roles & Responsibilities:**

To be read alongside NAMEM TOR and Regional Representative role

- Liaise with Secretary to Council to ensure that existing membership is collected, maintained and database is contemporaneous.
- Work with the Secretary to Council to publicise events and to keep members informed and up to date.
- To regularly communicate with the Membership directly with matters of interest.
- To keep the NAMEM website, Twitter and Facebook up to date and relevant.
- To work with the outsourced Website Developer to make changes and update the website.
- To be responsible for uploading relevant documents to the NAMEM website.
- Work with the relevant NAMEM Council representative to produce and circulate documentation relating to the event to all NAMEM members, including conference and study days.

Ratified: August 2021 To be reviewed: August 2024