



Web/Media/Purchasing Liaison Portfolio

Criteria

- Must be a financial member of the association
- Will be directly responsible to the members of the association
- Has experience or an interest in the care of Day Surgery patients
- Requires sound computer skills with easy access to computer and email

Responsibilities

- To maintain up to date communications and information in a professional friendly format to promote the DSNA SA activities on our webpage and on our facebook page
- To ensure the confidentiality of our members at all times
- To obtain quotes or delegate this to a general committee member
- To purchase items when required by the committee; obtaining all receipts and records in relation to this to forward onto the treasurer.

Activities

- As educational flyers become available, upload new flyers and information and remove old flyers and information from the website and the facebook page
- On a two monthly basis, routinely check the website and facebook page for accuracy, stability etc (i.e. check both sites are “ there”)
- At the request of the Secretary or Treasurer upload documents to the committee only section of the website and refresh registration/sponsorship documents as the need arises.
- Be prepared to submit a brief report regarding maintenance of social media at each meeting.
- At the request of and in collaboration with the committee arrange for the purchase of items such as gifts for speakers, letterhead and merchandise for delegates to receive at study day events.