



## **ROYAL HISTORICAL SOCIETY**

### **HONORARY DIRECTOR OF COMMUNICATIONS**

#### **JOB DESCRIPTION**

Effective communications of the aims and activities of the Society to the membership and the wider world is vitally important. The role of the Honorary Director of Communications is a comparatively new one, having only been created in 2006. Its functions are still evolving, and much will always depend on the interests and capabilities of the person filling the role. At present, the main areas of responsibility are as follows:

#### **The Newsletter**

The Honorary Director of Communications edits the Society's *Newsletter* which appears twice a year. This involves consulting with colleagues on Council about the contents of the Newsletter; finding potential authors and commissioning pieces; editing the pieces when they arrive; and sourcing appropriate illustrative material. The production and distribution of the *Newsletter* is the province of the Executive Secretary. The Honorary Director of Communications works with the Executive Secretary to set in place suitable timelines that will allow the *Newsletter* to be laid out, dispatched to the printer and printed in time for the next Society mailing.

#### **Publicity**

The Director of Communications oversees the production of suitable publicity material for the Society events such as the lectures and the prize-giving ceremonies at the annual Society reception, etc.

#### **Website**

The Honorary Director of Communications oversees web content. The website is currently being redesigned.

#### **Council**

The Honorary Director of Communications reports to Council on all matters relating to communications and publicity.

#### **Miscellaneous**

The Honorary Director of Communications attends Council meetings, meets with other Officers at regular intervals and contributes to the general running of the Society, taking on an appropriate share of work such as judging prize competitions, attending Society events and the social gatherings afterwards.

Council would welcome expressions of interest from any Fellow, regardless of seniority. Technical web-knowledge is not required, but the Honorary Director of Communications will need good networking skills, imagination and a flair for appropriate publicity, as well as an interest in communication in both traditional and electronic formats.