**RCOT Example role – Specialist Section National Executive Committee (NEC)**

NEC role 7: Information – Website Officer/Communications Lead

**Main purpose of the role**

Maintain the webpages and engage with social media accounts on behalf of the Specialist Section. Be the first point of contact for members within social media platforms.

**Role and responsibilities:**

* Ensure webpages are regularly updated and alert other contributors to update as needed.
* Develop the Specialist Section webpages in conjunction with the National Executive Committee (NEC) and the Specialist Section Clinical Fora.
* Maintain the content of social media platforms and regularly monitor the information posted.
* Encourage member engagement on all social media platforms.
* Take the lead informing the NEC of feedback received from the membership and any proposals for change/further development.
* Ensure the RCOT Visual Identity Guidelines are adhered to.
* Promote evidence-based best practice and encourage development of skills and knowledge within the specialism.
* Encourage membership of the Specialist Section and promote its activities.