



Welcome to Face's Job Description!



Being a Team's Face is one of the most rewarding things you can do.

You have to be dedicated, organised and most importantly of all - really believe in what your team does. The role of Face exemplifies all this and more. You are about to undertake a very exciting, but demanding role!

Every team needs publicity – from tickets to hoodies. Face organises meetings, book rooms, write minutes and communicate what's going on to your members, so they stay interested and involved.

Having someone focus on doing this effectively is a great way to recruit more members, network with other teams and create a real buzz around your activities.

Co-ordinating promotional opportunities

Writing copy and deciding images for all flyers, poster and website. Ensuring any publicity design protects the corporate image and brands. Organising Hoodies or T-Shirts. Set up the Team stall and publicity using poster boards and digital screens where possible.

Keep publicity up-to-date

Devise a communications strategy to help you plan. Make sure your social networks are refreshed regularly. Take photos for use online and be able to keep the website up to date. Take photos for your Teams website and social networks.

Completing Society paperwork

Maintain up to date membership records. Assist the Hannibal to complete plans by devising your Team's yearly goals. Don't forget to also pass on good contacts like sponsors, speakers and venues to the new Exec

Writing an agenda

The Hannibal provides main points for discussion, but the Face then writes up the agenda. You are also responsible for booking meeting rooms, informing members of meetings, taking the minutes and emailing them to everyone afterwards.

Understanding broader picture

Helping the Hannibal to plan the year is another key aspect of the role. This involves being aware of your Society's key objectives, organising activities accordingly and working within ASAP's policy and procedures.

TOP TIP!

Make sure you get permission to use images, photographs and film!

Don't be afraid to ask for advice! ASAP are always more than happy to provide guidance with management, event and activity planning, committee issues or membership queries. We are also there to assist you. If we don't know the answer we will happily put you in contact with the right person!