

Role Description

Social Media Officer



Description:

The Society for the Study of French History is seeking candidates to act as Social Media Officer. This role involves liaising with the editors of the French History Network blog, the Website Officer, Secretary, Conference Officer and other committee members to publicize events and initiatives of interest to members of the Society.

The Social Media Officer is also expected to attend regular (twice-yearly) committee meetings; discuss proposals made by the trustees and the officers; and consult on day-to-day issues as they arise.

Principal responsibilities:

- To seek out and disseminate information about upcoming events, publications, and initiatives of interest to the members of the Society and of historians of the francophone world through social media including Twitter and Facebook and other channels the Officer has identified.
- To closely liaise with other committee members including the editors of the French History Network blog, the Website Officer, Secretary and Conference Officer to promote events and initiatives connected to the Society.
- To attend committee meetings and AGMs. The committee normally meets in late June/early July at the Annual Conference, and in January at the Annual Douglas Johnson Memorial Lecture in French History (normally held in London).
 - Expenses for travel can be reclaimed for attending committee meetings. Please use the expenses form on the Society website. (<http://frenchhistorysociety.co.uk/Forms.htm>)
- To discuss proposals at committee meetings
 - Papers will be circulated in advance of meetings, and committee members are expected to scrutinise the reports of officers
- To offer suggestions for new activities (where appropriate)
 - Suggestions for new activities will be discussed at committee meetings, and should be tabled as an item for discussion in advance by contacting the Society Secretary.
- To be prepared to serve on judging panels for the Society's various prizes
 - In these requests regard shall be had to broad representation of the various chronological periods of French history.
 - A full list of the prizes currently offered is available on the Society website. (<http://frenchhistorysociety.co.uk/prizes.htm>)