



## Are you interested in being a BSA Early Career Forum Co-convenor?

*The BSA Early Career Forum is looking for new Co-convenors to join the team. We work together to make sure that student members of the Association are kept up-to-date with matters of specific interest to them.*

Co-convenors also facilitate contact between early career members and the BSA Advisory Forum. In return for their hard work and dedication, Early Career Forum Convenors are offered a free place at the BSA Annual Conference and all travel expenses are reimbursed.

Co-convenor tasks include:

- Monitor the BSA Early Career Forum's social media accounts, respond to messages and engage with other prominent figures on social media, to promote events run by the Early Career Forum and BSA
- Update the Early Career Forum webpages with event news and blog posts
- Assess applications for the BSA ECF Conference Bursary Award and the ECF Regional Event Fund
- Organise the Early Career workshops/events at the BSA Annual Conference.
- Representing the interests of early career members at BSA Advisory Forum meetings.
- Maintaining and promoting the Forum more generally as a team.

The new convenor(s) will also share other duties, including attending on average one Advisory Forum meeting and two ECF meetings per year; quickly and efficiently dealing with email correspondence regarding conference bursary, event fund applications and other business; overseeing the organisation of a session for the BSA Annual Conference and spearheading new initiatives that will benefit the ECF community. While the time commitment for this role is flexible, with responsibilities shared between convenors, and the workload varies over the year, applicants can expect to devote between 4 and 16 hours per month to ECF responsibilities.

To apply, please email [enquiries@britsoc.org.uk](mailto:enquiries@britsoc.org.uk) an expression of interest in a Co-Convenor position that includes what you could bring to, and how you could benefit from, the role by **Friday 31<sup>st</sup> January 2022**.