

PRINCIPAL DUTIES:

- To take responsibility for ASRA's communication and IT strategic development
 - To act as administrator for all of ASRA's website, mailbase and IT systems.
 - To promote the association, including the association's annual conference and events.
 - To perform required duties as a member of the executive committee
- 1. To take responsibility for ASRA's communication and IT strategic development**
 - To develop an effective and relevant communications strategy for the association. To keep this up to date with technological developments and to keep it relevant to the membership.
 - To provide IT training and support to Management Committee.
 - To improve communication between the Management Committee to the benefit of the membership through the monitoring and development of the ASRA website.
 - To act as web support to the membership including the development of a members user manual.
 - To act as administrator for the ASRA website, to include regularly updating, auditing and security monitoring.
 - To keep the committee apprised of technological updates that may be appropriate to ASRA.
 - 2. To act as administrator for ASRA's website, mailbase and IT systems**
 - To ensure the continued registration of the www.asra.ac.uk domain.
 - To act as an administrator for the association's website.
 - To act as a primary contact for the association's IT service providers.
 - To monitor, administer and develop the association's social media presence.
 - To act as administrator for the mailbase in conjunction with the ASRA administrator.
 - 3. To promote the association, including its annual conference and regional events.**
 - To work closely with the conference sub-committee and the conference co-ordinator to promote the ASRA National Conference.
 - To contribute/edit contributions of monthly articles to University Business Magazine on behalf of ASRA
 - To work closely with the conference sub-committee and the conference co-ordinator to promote the ASRA National Conference.
 - 4. To perform required duties as a member of the executive committee**
 - To actively encourage new membership of the association.
 - To co-ordinate and deliver an Annual Report at the AGM.
 - To work closely with all members of the Management Committee but in particular the Chair and the ASRA administrator.
 - To ensure that all communications development and projects operate within a strict budgetary framework in conjunction with the ASRA Treasurer.
 - To recruit new members with the assistance of other colleagues on the Management Committee.
 - To work to the ASRA Constitution, Standing Orders and Financial Regulations.