

## **ROLE DESCRIPTION: Events Lead**

- Must be a professional member of BCS (MBCS/FBCS).
- Welcomes new members and distributes information on forthcoming events and other introductory information.
- Encourages individuals who have enquired about membership to join, and provides them with information about the Member Group and forthcoming events.
- Co-ordinates the recruitment of IT professionals at member group events and through other methods.
- Records events attendance and writes up reports.
- Retains event attendance sheets (sends a copy to Member Groups Team) and co-ordinates a list of non-member attendees.
- Uses member data provided on the group committee secure area.
- Maintains a 'database' of these key contacts to facilitate the distribution of publicity material and other information.
- Must comply with BCS Data Protection Guidelines.