

## **SSEES Publicity Officer**

*Job description extracted from Section 7 of the Constitution of the School of Slavonic and East European Studies Students' Society*

### **vii SSEES Publicity Officer**

#### **A. The aims of the officer are:**

To be responsible for bringing the views of students of the School to the attention of the SSEES Executive Committee, and ensuring these students are aware of all issues within UCL Union, the College and the School affecting them with specific relation to SSEES Executive Committee publications. This officer shall be a student based at SSEES.

#### **B. Committees:**

1. to serve on the following Union Committees:
  - a. SSEES Executive Committee;
2. Media Management Committee.

#### **C. Responsibilities:**

1. to liaise with the Media & Communications Officer;
2. to liaise with the Media Management Committee where appropriate;
3. to co-edit a regular publication financed by the SSEES Executive Committee (currently entitled SAMIZDAT). The publication should entertain, educate and maintain a specific SSEES ethos within the College and Union. Furthermore, the publication should act as a conduit between the Executive Committee and Student population of the School;
4. to manage and maintain the SSEES Executive Committee website;
5. to organise sufficient publicity for events organised by the Executive Committee;
6. to have a significant role in the design and content of the Executive Committee's Freshers' Handbook, and to ensure its publication;
7. to produce and publicise accurate and fair accounts of all meetings of the Society, whether they be General Meetings, meetings of the Executive Committee or any other SSEES Committee as agreed by the Executive Committee;
8. to act as the SSEES site representative as appropriate.