

IMB NETWORK OF SPEAKERS

REGIONAL CO-ORDINATOR JOB DESCRIPTION

This role may be shared or rotated within the regional groups if preferred.

The main responsibilities are:

- To organise regular communication with regional speakers by telephone and/or email, including support to them.
- Keep a contact record of those organisations contacted, and members who have delivered presentations to them.
- Monitor and ensure a diverse range of organisations is contacted.
- Liaise with the chair of the local regional cluster group(s).
- Prepare a report to be sent to the Head of Communications in the Secretariat every 6 months, i.e. at the end of June and end of December each year. This report will then be distributed to key stakeholders and interested parties.