

BRISTOL INDEPENDENT MENTAL HEALTH NETWORK (BIMHN)

COMMITTEE ROLE DESCRIPTION: EVENTS OFFICER

About the Organisation

The Bristol Independent Mental Health Network (BIMHN) is a mental health user-led group campaigning to improve mental health services in the City of Bristol. BIMHN is the Bristol branch of the Independent Mental Health Network, a charitably incorporated organisation that works for the interests of those with lived experience of mental health.

*About the Role and Responsibilities of the **Events Officer**:*

- Supporting the development of different events for members to attend;
- Supporting the development of regular socials for members to attend;
- Supporting the planning and delivery of the Annual General Meeting (AGM);
- Overseeing an events planning sub-group;
- Researching and sharing information relating to different events members may want to attend;
- Liaising with member groups to support and promote their events;
- Supporting the use of social media to promote BIMHN events;
- Preparing an annual report for the Annual General Meeting;
- Supporting Communications colleagues within the Independent Mental Health Network on BIMHN's website, social media, newsletters, leaflets and mailouts; providing feedback where necessary;
- Collaborating with other members of BIMHN's elected Committee to support the work of the branch as a whole;



- Taking on other tasks as reasonably requested by the Committee/membership.

Further Information

The holder of this role would be expected to adhere to the *Expectations of Officers & Representatives of IMHN/BIMHN* (see additional document).

The holder of this role is expected to respect and maintain the confidentiality of information received from members, except where the member has given explicit permission to share it.

The role is voluntary; and may be carried by more than one individual via a job-share arrangement.