

BIMHN Role Description – Events Officer (Voluntary Role)



Bristol Independent Mental Health Network (BIMHN) is a mental health user led group campaigning to improve mental health services in the City of Bristol.

As Events Officer, your core responsibilities would include:

- Supporting the development of different events for members to be able 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.
- Prepare an annual report for the Annual General Meeting.
- Take on other tasks as reasonably requested by the committee/membership.

You would also be expected to adhere to the “**Expectations of Officers & Representatives of IMHN/BIMHN**”.