



UQPN Executive Committee

uqpn.uq.edu.au

Expressions of Interest (EOI) for two vacant committee member positions

August 2016

The UQPN Executive Committee is calling for Expressions of Interest from current members who are interested in joining the committee to undertake the following roles:

Events Officer

Organise UQPN's networking, personal development and academic events including:

- Paper bag lunches throughout the year (held every two months over a lunchtime with a guest speaker);
- Annual General Meeting (AGM);
- Professional Development Training which is open to all staff University wide (not just members) each semester;
- Take part in sub-committee which organises annual conference;
- Other networking events as required.

Marketing and Communications (M&C) Assistant

Assist M&C Officer to organise marketing opportunities and manage communications for UQPN.

Responsibilities may include:

- Maintenance of UQPN website;
- Managing and updating UQPN Facebook page;
- Sending out communications to members;
- Development of new marketing and communication concepts for UQPN (eg. newsletters, media releases, advertising with various UQ services and external providers);
- An interest in / working knowledge of design software for production of marketing paraphernalia would be highly regarded.

Expressions of Interest should outline your current role within UQ and include a brief explanation of why you would like to join the UQPN Executive Committee in either of these roles. This is a great opportunity to gain some professional development experience either utilising skills you currently have or wish to develop further. Please note that UQPN is a volunteer organisation and responsibilities will need to be undertaken in your own time. The Executive Committee meets once a month during lunch time, and more frequently in the lead up to larger events. Involvement in the Committee can be noted during your annual staff appraisal under other activities.

Please email your EOI to uqpn@uq.edu.au by **Friday 26 August 2016**. You can also contact our President Sue Cox (x51300) or Vice-President Lisa Drew (x67509) with any questions you may have about either of these opportunities.