

## SUB-COMMITTEE ROLES AND DESCRIPTION

Please see the roles that we are recruiting for below. There will be a maximum of 2 people assigned to each role.

DCS = DiverseCity Surveyors

Role	Role Description
<b>Admin Coordinators</b>	<ul style="list-style-type: none"> <li>-Manage DCS mailbox</li> <li>-Manage DCS calendar</li> <li>-Update and manage mailing list</li> <li>-Distribute monthly DCS newsletter</li> <li>-Organise and arrange board and sub-committee meetings (Once a month calls)</li> <li>-Record and distribute meeting minutes</li> <li>-Events: sending invitations, managing invite list, collating events attendee information</li> </ul>
<b>Data and Social Media Managers</b>	<ul style="list-style-type: none"> <li>-Manage DCS website</li> <li>-Set up and manage DCS Social Media platforms: Twitter, WhatsApp</li> <li>-Produce monthly DCS newsletter</li> <li>-Launch and manage DCS podcast</li> </ul>
<b>Internal Engagement Managers</b>	<ul style="list-style-type: none"> <li>-Planning and coordinating DCS events both informative and social</li> <li>-Organising training to support network members; e.g CPD, APC, leadership training</li> </ul>
<b>External Engagement Managers</b>	<ul style="list-style-type: none"> <li>-Attend and engage with other BAME networks/charities/organisations events</li> <li>-Engage with communities, organise volunteering days for DCS members</li> </ul>
<b>Internal Strategy Managers</b>	<ul style="list-style-type: none"> <li>-Support with implementing DCS strategy initiatives</li> <li>-Engage with other organisations/ BAME networks/charities with a view to target partnerships/share best practices</li> </ul>
<b>External Strategy Managers</b>	<ul style="list-style-type: none"> <li>-Engaging with external communities to target and form partnerships</li> <li>-Applying to external awards/recognition platforms</li> <li>-Engage and partner with RICS</li> </ul>