

The Steering Committee of the Women's History Network are seeking to fill some vacancies for the following roles:

- Seminar Convenor
- Newsletter Editor
- Publicity Co-ordinator

Details of the roles are below. To apply, please write with a short expression of interest to Professor Sarah Richardson at chair@womenshistorynetwork.org
The closing date is **24 March 2023**.

Seminar Convenor

The Seminar Convenor's role covers the following:

- Sourcing and inviting speakers for three seminar series per academic year (Autumn Sept-Dec, Spring Jan-March, Summer April-June) – each series has about 4-5 seminar sessions
- Liaising with speakers via email in the run-up to sessions.
- Posting publicity material for each seminar series and each seminar session on the WHN website, Twitter, and Facebook.
- Creating the seminar series poster on Canva for each series.
- Setting up and (administratively) managing seminar sessions on Zoom.
- Sitting in all seminar sessions (typically Wednesdays, 3.45-5pm) to provide back-end support.
- Liaising with our Technical Host, Dilara Scholz, to keep her in the loop and ensuring she is available for sessions with the resources she needs.
- Chairing seminar sessions and recording sessions when needed (usually when scheduled Chairs drop out or when our Tech Host is unavailable to record a particular session).
- Uploading and managing seminar recordings on the WHN website for member access.
- Dealing with issues relating to Seminars as they arise, such as rescheduling due to strikes, speaker illness, Zoom recording storage etc.
- Sending list of attendees to the membership secretary

Newsletter Editor

The Newsletter Editor compiles and publishes a monthly newsletter, including but not limited to: committee news, calls for papers for conferences, calls for submissions for journals/books, adverts for conferences, events, new publications, awards, jobs and fellowships, prizes, new resources and anything else that may interest the membership.

Publicity Co-ordinator

The Publicity co-ordinator oversees the production of posters and fliers for the annual conference, newsletter, seminar series and other activities, as well as supporting the marketing of events.