**Application to stand for election to the Housing Studies Association Board**

**Full name:**

**Employer/Organisation:**

**Role/Occupation:**

The Housing Studies Association is a learned society run by members on behalf of members. The expectation of board members is to attend all board meetings (x4 per year) where possible, co-lead on the organisation of a conference during their term as board member and support other activities/events as required. There are specific Officer roles on the board who are responsible for the day-to-day running of the Association. It is anticipated that board members will contribute to the running of the Association as Officers over their terms. Several Officer roles will be available following the AGM. These include:

* Communications Officer
* Secretary
* Membership Officer
* Bursary Officer

The role descriptors and commitment for each Officer role are listed below. We are seeking individuals to take on these voluntary positions. If you would like to put yourself forward for one of these Officer roles, please can you indicate in the table below.

|  |  |
| --- | --- |
| **Officer role** | **Please place an X if interested** |
| Communications Officer |  |
| Secretary |  |
| Membership Officer |  |
| Bursary Officer |  |

Please can you write on the next page a statement of interest for joining the HSA board. This should be a maximum of 750 words. The statement of interest should include:

* The skills you would bring to the Association more broadly, but also for specific Officer role(s)
* What do you hope to contribute to the Board and the Association?
* What is your interest and motivation for serving on the board?

**To be eligible to join the Housing Studies Association Board, you must have valid membership of the Association.**

Please return this form to Tom Simcock ([tom.simcock@housing-studies-association.org](mailto:tom.simcock@housing-studies-association.org)) by 5pm on Monday 13th March 2023.

**Statement of Interest in joining the HSA BOARD (max. 750 words):**

**Officer role descriptors**

**Communications Officer**

The Communication Officer's role is to co-ordinate the Association's publicity and communications.  They will manage and edit the HSA website, ensuring it is kept up to date.  They also co-ordinate other publicity about the HSA's affairs and will be responsible for raising the public profile of the Association.

***Key tasks***

* Maintain and update social media sites: Twitter, Facebook, LinkedIn, Youtube
* Commission, publish, and edit blogs by members
* Post news stories and relevant events to the website
* Add names to the ‘Academy of Social Sciences Fellows’ page as appropriate
* Coordinate mail outs of news/blogs/events with admin support
* Use social media/website to promote HSA activities such as bursary or events programmes
* Create ways of increasing engagement with the HSA through our communications output
* Strategically plan communication outputs to support event attendance and/or events of interest of partner organisations
* Live tweet HSA events e.g., annual conference, autumn lecture
* Create new ‘event’ pages to promote the HSA conference and any other HSA events (e.g. the Autumn Lecture).
* Update the ‘support for events and bursaries’, ‘conference bursaries’ and ‘Valerie Karn prize’ pages in relation to deadlines, new awards and any other new content
* Add, delete and amend the links to relevant housing organisations on the ‘Links’ page. Once a year, check that every link works and conduct a search for any new organisations that should be added.
* Liaise with the web development company to raise and resolve any problems detected on the website.

**Estimated time commitment:** 4 days a month

**Secretary**

The Secretary’s role is to co-ordinate the administration of the HSA, including maintaining all correspondence, documents and minutes relating to the administration of the HSA; ensuring proper conduct of annual elections; and to supervise any administrative staff engaged by the HSA.

***Key tasks***

* Liaise with Chair to schedule, organise and set agenda for board meetings four times yearly (January, April, June, and October)
* Liaise with Chair to schedule, organise and set agenda for Annual General Meeting yearly (April)
* Liaise with all other office bearers to collate officer reports and papers for board meetings
* Liaise with the Chair, Vice Chair and Treasurer to collate reports for the Annual General Meeting
* Lead and oversee the annual elections process to recruit new elected directors in liaison with the Chair and Secretariat (January - April)
* Record and circulate accurate minutes at board meetings and at the Annual General Meeting
* Maintain all correspondence, documents, and minutes relating to the Association on the HSA File Store
* Manage the HSA Jiscmail list, adding new members when they join the committee and deleting subscriptions when committee members retire or stand down
* Maintain an up-to-date committee role matrix to document current member roles, responsibilities and tasks and keeping a record of time on the committee
* Maintain an up-to-date committee history
* Manage the relevant systems for IT and document storage
* Oversee the GDPR compliance of the Association
* Ensure the Association has relevant insurance and complies with relevant legal duties

**Estimated time commitment:** 4 days per months

**Membership Officer**

The Membership Officer’s role is to actively promote membership by devising appropriate campaigns and strategies and to liaise with HSA Secretariat to maintain an accurate list of members. In particular, the membership officer will work to expand and diversify membership among housing practitioners and non-academic research centres, as well as early career academics from housing research centres across the UK and beyond. The membership officer will consider increasing membership as well as the number of people who have signed up to receive HSA newsletters and other communications.

***Key tasks***

* Run membership campaigns in conjunction with preparation for the annual HSA conference as well as the annual lecture.
* Look for key strategic partners within the academy and within policy and practitioner circles.
* Utilise HSA twitter and other communications mechanisms, including HSA sponsored events etc. Consider new communications channels and formats to suit different audiences.
* Monitor membership and provide reports to HSA board 4 times per year.
* Benchmark HSA's membership offer with other learned societies.
* Work with the HSA communications/web officers, events grant officer, bursary officer and conference officers to deliver membership strategies.
* Undertake administrative duties to support the membership experience, including cancellation of membership, responding to membership queries, and other queries as necessary.

**Estimated time commitment:** 3 days per month

**Bursary Officer**

The Conference Bursaries Officer’s role is to administer the conference bursaries in advance of the HSA Annual Conference.

***Key tasks***

* Ensuring the application process is up-to-date and accurate in line with the call for papers
* Ensure there is a conference bursary sub-committee (3 members including CBO from the committee)
* Promote the conference bursaries through networks and social media
* Receive applications from applicants
* Devise/administer scoring framework for applications and liaise with administration team as appropriate
* Liaise with conference bursary sub-committee as to assessment of applications
* Communicate to applicants outcome of the assessment and conditions of award
* Liaise with Treasurer with regards to expenses
* Liaise with Housing Studies Charitable Trust (HSCT) acknowledging their contribution

**Estimated time commitment:** Circa 5/6 days most of which are around the conference bursary deadline.