

Role Descriptions

Chair

- a) To be the spokesperson for NaSTA, taking overall responsibility for all press and publications issued by NaSTA with the Communications Officer.
- b) To support the other members of the Executive Committee.
- c) To be responsible for the organisation and chairing of Executive and General Meetings.
- d) To work with the secretary to maintain NaSTA's finances.
- e) To work alongside the other Officers to secure the viable long term future of NaSTA.
- f) To attend meetings with external organisations with the relevant officer to further the development of NaSTA and affiliated stations.

Industry Liaison Officer

- a) To be responsible for communications between NaSTA and other organisations pertaining to the Media industry.
- b) To work with the Marketing Officer to source sponsorship and advertising revenue for NaSTA events and assist the host station source revenue for the NaSTA Conference and Awards Weekend.
- c) To investigate new ways in which NaSTA and membership stations can raise revenue through advertising, sponsorship, and donations.
- d) To have oversight of NaSTA's Patron system.
- e) To work with STAN to ensure alumni remain engaged with NaSTA.
- f) To secure and promote training opportunities from external companies to affiliated stations.

Training Officer

- a) To be responsible for updating and implementing an Annual Development Plan for NaSTA.
- b) To offer support and advice to new & existing stations on all aspects of broadcasting, production and training where requested.
- c) To produce and update training material and online resources of relevance to members.
- d) To act as a primary coordinator for the NaSTA Regional Development Officers.
- e) To implement solutions for national collaborative projects with the Technical Officer.
- f) To support affiliated station with dealing with organisations, such as Students' Unions.

Marketing Officer

- a) To be ultimately responsible for the direction of the NaSTA Brand.
- b) To create Marketing materials for NaSTA events, projects and elections.
- c) To maintain marketing and style of the NaSTA website with the Technical Officer.
- d) To support affiliated stations in marketing development.
- e) To work with the Industry Liaison Officer to source sponsorship and advertising revenue for NaSTA events and assist the host station source revenue for the NaSTA Conference and Awards Weekend.

Technical Officer

- a) To maintain NaSTA web presence and facilitate the Host Station with the means and training to update the website with conference news.
- b) To facilitate and manage the provision of hosting services for the websites and such online resources as NaSTA undertakes to develop.
- c) To maintain, update and develop the NaSTA website and associated online resources under guidance from the Development Officer Skills.
- d) To facilitate the technical development of the Association's affiliated member stations.
- e) To support and develop affiliated stations, Freshers' TV and people's choice award with online hosting, broadcasting and web presence.

Communications Officer

- a) To develop a strong two-way communication with members by welcoming and briefing new members, and continuing to build upon and maintain relationships with existing stations.
- b) To advise the Association Chair regarding press releases and publications released by the association.
- c) To work with the Returning Officer and Host Officer to ensure that member stations are aware of any elections or award submission deadlines.
- d) To compile regular updates to affiliated stations.

Secretary

- a) To Maintain an up to date list of all affiliated member stations.
- b) To compile an agenda for, and ensure that minutes are recorded, of all NaSTA meetings including General Meetings and to distribute them to the Executive Committee, and made available through the website.
- c) To be responsible and accountable for NaSTA's Finances.
- d) To work with the Returning Officer to ensure that the constitution and policy document remains up to date.