

## **BRITISH SOCIETY FOR SURGERY OF THE HAND**

### **Job Description for the Web Master**

Nominated by Council.

Term of Office - indefinite

The web master is responsible with the BSSH secretariat for the updating of the information on all parts of the Society's website. This includes the following:

Members names for the general public and contact details in the members section.

To post details of BSSH Scientific Meetings.

To post details of the BSSH Instructional Courses in Manchester.

To post details of other hand meetings that we are requested to provide appropriate information and their provision meets with BSSH Council's approval.

To post the minutes of the Annual General Meeting.

To provide information on common hand conditions for the General Public who visit the site. This is in the form of patient leaflets.

To provide links to support organisations for patients, relatives and friends who suffer hand related conditions where such organisations exist.

To provide links to other professional organisations.

To provide the members with access through various links to the Journal of Hand Surgery and Medline.