



Tel: 01489 668332

Email: office@compleat-online.co.uk

Website: www.apmonline.org

Nomination to the Trainees Committee: 2025

Communications Co-Ordinator

Please return the nomination paper by email or post with a statement from the nominee of no more than 200 words describing her/himself. This will be sent out with the ballot paper.

Please obtain the signatures of one nominator and one seconder.

I wish to nominate		APM No.	
Address			

Nominated by		APM No.	
Signature		Date	
Address			

Seconded by		APM No.	
Signature		Date	
Address			

I confirm that I am willing to be nominated to the Trainees Committee. (Signed by Nominee.)			
Signature		Date	
Email Address			

APM Trainees Committee

The APM trainees are looking for a Communications Co-ordinator to join our committee. This is an opportunity to represent trainees nationally and develop management and leadership experience.

Please return your completed nomination form and personal statement to the APM Secretariat at office@compleat-online.co.uk and also if you would like further information.

About the Role – Communications Co-Ordinator

Oversight of the trainee WhatsApp community:

- To provide oversight of announcements on the WhatsApp community
- Coordinate with the trainee committee to organise relevant and timely announcements
- Monitor frequency and content of the announcements
- Regular review of additional WhatsApp groups within the community (not regional)

Oversight of the trainees committee communications, including:

- Weekly monitoring of the APM trainees committee email account
- Oversight and updating of the trainee pages of the APM website with support of the committee and the APM administration team
- Liaise with the trainee chair when action is required through any of the above channels

Contributing to the wider work of the APM Trainees committee including:

- Attend trainees committee meetings (5-6 meetings per year)
- Preparation of communications report for trainees committee meetings, with updates on communications activity
- Take the minutes at the APM trainee committee meeting (or arranging alternative committee member when unable to attend) and distribute these within the week
- Organise a doodle poll to arrange committee meetings one month in advance

Liaise with the APM communications committee

- Contribute to the development of the APM website
- Ensure the APM website is relevant and useful for trainees