

Appendix 2

The Operation of the Organisation

Additional Duties for Committee Members

Individual committee members should be assigned the particular responsibility of

- i) continuing the established David Hume events and/or creating others to mark David Hume and his connection with Chirnside and
- ii) considering and creating further ways of marking John Duns Scotus and his connection with Duns.

There will be a designated **Publicity Officer**, whose duties will be to:

- liaise with all publicity outlets and arrange for the fullest possible coverage of the organization's news, activities and events.
- write press releases, articles, advertising scripts, web/facebook blogs and any other appropriate publicity and public engagement material
- email members and other interested people and organizations to interest and update them on our news and events.

and a **Webmaster/mistress**, whose duties will be to:

- liaise in particular with the Publicity Officer re material for the website
- ensure that the website and social media outlets are kept fresh and up-to-date
- act as Data Protection Officer