



BWAS

Birmingham and Warwickshire
Archaeological Society

Honorary Secretary Role Description

The Society was founded in 1870 and our first inaugural lecture was held on November 10th of that year. Since the outset, the Society has been affiliated to the Birmingham and Midland Institute. It later became the Birmingham Archaeological Society but with the publication of its centenary volume No. 84 (1967-70) it became known as the Birmingham and Warwickshire Archaeological Society (BWAS).

The Society aims to support and raise the profile of the region's archaeological heritage. From October to April we run a monthly lecture programme featuring archaeology from the region or a nationally important site. We publish an annual journal including papers about archaeological sites investigated in the region, and support the publication of projects where funding is limited.

We have recently secured a National Lottery Heritage Fund grant to explore the future of the Society and help create a new shared vision for the way forward. We are also planning a series of special events to commemorate our 150th anniversary to take place during 2021. We are looking for an enthusiastic person who shares our passion for archaeology and the wider heritage of Birmingham and Warwickshire to become our new Honorary Secretary at this exciting time in our history.

General duties of the Honorary Secretary

- To prepare agendas in consultation with the President of the Society.
- To circulate agendas and any supporting papers in good time for committee meetings.
- To make arrangements for meetings including booking the room and arranging for equipment and refreshments if required.
- To check that a quorum is present and ensure meetings are conducted in accordance with the constitution.
- To minute meetings and circulate the draft minutes to all committee members.
- To circulate agendas and minutes of the annual general meeting (AGM) and any special or extraordinary general meetings.
- To ensure copies of minutes of all meetings are held in a secure and appropriate format for future reference.
- To ensure that the Society complies with the requirements of the Charity Commission in terms of registration, reporting, changes to governing documents and directors etc.

Qualities and Skills Required

- Organisational ability.
- General IT skills and access to a computer.
- Experience of committee work and procedures.
- Minute-taking experience.
- Ability to work well with fellow trustees.
- A willingness to devote the necessary time and effort to fulfil the role.
- An interest in archaeology.

Time Commitment

- The committee meets approximately 6 times per year in Birmingham City Centre in the evenings.
- The AGM takes place in early December and is generally followed by a lecture.
- The role of Secretary requires an estimated commitment of up to 2-3 hours per month plus attendance at meetings.

Other information

The position is honorary however reasonable expenses associated with the position may be paid subject to agreement.

Further information about the Society can be found on the BWAS web site at:

<https://bwas-online.co.uk/>

Expressions of interest in the position should in the first instance be made through our contacts page <https://bwas-online.co.uk/home/contacts/> . Please tell us a little bit about yourself and why you think you would be the ideal person to be our new Hon Sec. We shall get back to you asap.