



Birmingham and Warwickshire Archaeological Society

Membership and Marketing Secretary Role Description

In February 2020 BWAS was awarded a grant by the National Lottery Heritage Fund for our project *BWAS: celebrating its past; finding its new future*. The grant will enable the society to explore its future and create a new vision for the way forward. The Society was first established in 1870 and it is hoped to use the 150th anniversary as a springboard for new partnerships and projects as well as the opportunity to develop a diverse range of activities, events, and community engagement opportunities that not only recruits members but also engages new, more diverse audiences. Recruiting a new membership secretary to help us move forward as the society becomes more active is now seen as vital to our future success.

The Membership Secretary will act as the main link between the Society and its membership.

Main duties

- To liaise with the newsletter, web site and social media coordinators to promote BWAS and its activities to members and non-members, growing membership and revenue
- To respond to all enquiries from potential new members and existing members in a timely manner.
- To send out annual membership renewal reminders and encourage payment of subscriptions by setting up electronic annual payments.
- To issue a welcome e-mail / letter to new members.
- To issue annual membership cards, the events programme and quarterly newsletter to all members (mainly electronic but some postal).
- To maintain an up-to-date database of members in accordance with the requirements of the GDPR.
- To produce membership status updates/reports for the trustee board as required.

The Membership secretary will also be encouraged to take part in development of the programme of events and activities and to attend meetings in order to welcome members.

Requirements

- Good communication skills – verbal and written
- Marketing experience
- Access to a computer and good IT skills (including either excel or basic databases)
- Well organised
- An interest in archaeology or heritage

The Membership Secretary interacts closely with the Programming Secretary and other committee members and officers of the society and must be willing to work as part of a team.

Time commitment

Attendance at quarterly trustees meetings

1 -2 hours per week generally but possibly slightly more when subscriptions renewals are due.