



# *Birmingham and Warwickshire Archaeological Society*

## **Programming 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 programme secretary to help us move forward as the society becomes more active is now seen as vital to our future success.

The Programming Secretary is responsible for taking a lead on coordinating and promoting a programme of activities for members of the Society.

### **Main duties**

- To work closely with the Membership and Marketing Secretary to provide an attractive and engaging programme for existing and new members of the Society.
- To promote the programme to members, including organising pre booking where required, working closely with the Membership and Marketing Secretary and other officers responsible for promotion of Society activities (newsletter, social media and website).
- To work with trustees and external partners to establish a programme of meetings, lectures, day schools, excursions, volunteering opportunities and other activities that will attract and retain a broad membership.
- To research and liaise with speakers, guides and programme leaders over issues such as fees, expenses, accommodation, access, transport and equipment requirements.
- To book venues, tours and catering as required.
- Where necessary, to co-ordinate virtual events and lectures via Zoom.
- To liaise with venues, speakers and guides 2 weeks before meetings and events and ensure all arrangements are in place.
- To meet the speaker / tour guide / venue host on the event day or designate someone else to do so.
- To undertake risk assessments to ensure activities involving members and the public are carried out safely.
- To contribute towards ensuring that appropriate safeguarding and health and safety policies are in place for the Society.

### **Requirements**

- Good organisational skills
- Working knowledge of Eventbrite
- Familiarity with the basic principles of health and safety and risk assessment

- An interest in archaeology or heritage

**Time commitment**

Attendance at most events

Attendance at quarterly trustees meetings

1-2 hours a week, when organising events