



# *Birmingham and Warwickshire Archaeological Society*

## *Membership and Marketing Secretary Role Description*

### About Us

The Birmingham and Warwickshire Archaeological Society (BWAS) is one of the oldest county-based archaeological societies in the country. Founded in 1870, the society aims to support and raise the profile of the region's archaeological heritage, providing a monthly lecture series, annual transactions and other benefits to members.

### Why join us?

This is an exciting time to join us. 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 has enabled 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. Joining us as Membership Secretary will give you the opportunity to get involved in our plans for the future, recruiting new members and engaging new, more diverse audiences with our region's archaeology.

### Main duties

The Membership Secretary acts as the main link between the Society and its membership. The main duties of the role are:

- 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.

## About you

### You will have:

- 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

Trustees meetings are held quarterly, usually on weekday evenings. The Membership Secretary is expected to attend quarterly meetings and other occasional meetings (e.g. away days). In between meetings, the Membership Secretary role is likely to take around 1-2 hours per week usually, and slightly more when subscription renewals are due.

Some Trustees / volunteers also sit on sub-committees subject to their availability. The Membership Secretary will work closely with those developing the lecture programme and other member activities and will contribute towards the Newsletter and BWAS website.

## Location

Trustee meetings usually take place in Birmingham, although it may sometimes be possible or necessary to arrange attendance via video-conference. Lectures for the coming season will be held at the Edgbaston Park Hotel at the University of Birmingham campus.

## Remuneration

This position is not remunerated but trustees / volunteers can claim reasonable out of pocket expenses incurred fulfilling the duties of the role subject to agreement with the President and Treasurer.

## Contacts

Our website address: [www.bwas-online.co.uk](http://www.bwas-online.co.uk)

If you need to contact us please use the contacts page on the BWAS website or email our secretary Julie Doyle at [doylejulie452@gmail.com](mailto:doylejulie452@gmail.com). We cannot guarantee we shall be able to pick up mail from the BMI (address below) on a regular basis during the pandemic.

Mailing address: BWAS, Birmingham and Midland Institute, 9 Margaret Street, Birmingham, B3 B3S

### SOCIAL MEDIA

Facebook: Birmingham and Warwickshire Archaeological Society

Twitter: @TBAWAS

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