



Volunteer Opportunity

Role: Membership & Marketing Officer (Trustee Position)

Where: Volunteering from home with meetings in Birmingham City Centre or online

When: Quarterly Trustee Meetings (evenings)

Plus 2-3 hours volunteering per week to suit your schedule

What does the volunteer role involve?

- Developing and organising an annual programme of activities including lectures, social events and excursions
- Overseeing the promotion of BWAS and it's activities to members and non-members
- Supporting the Executive Committee (President/Secretary/Treasurer) in growing membership
- Writing content and news articles to keep the website up-to-date
- Creating the bi-annual e-newsletter, including writing content and collating news
- Working closely with the Society's social media volunteer on promotion of the society and it's activities via Facebook and Twitter
- Developing print marketing materials such as promotional flyers
- Responding to enquiries from potential new members and existing members in a timely manner
- Act as a key contact for new members, welcoming them both electronically and in person at meetings and events
- Supporting the Secretary in ensuring the membership database is kept up-to-date and in line with GDPR
- Working closely with the Secretary to plan and implement member and non-member communications including issuing annual membership cards and communicating the annual programme of events

What can you bring to the board?

- Marketing and events experience
- Strong organisational skills
- Excellent communication skills
- Good IT skills and access to a computer
- An interest and passion for archeology and local history
- Honesty, reliability, commitment and enthusiasm

To apply please visit our website for further details:

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