



# Volunteer Opportunity

**Role:** Honorary Secretary (Trustee Position)

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

**When:** Monthly Executive Committee meetings (evenings)

Quarterly Trustee Meetings (evenings)

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

## What does the volunteer role involve?

- Organising all Society meetings, including meetings of the trustees, the Executive Committee and the AGM
- Preparing agendas in consultation with the President, circulating papers and taking minutes
- Arranging refreshments and making reservations for meetings, activities and excursions
- Improving the Society's electronic filing system and keeping documentation up-to-date
- Managing the membership database, ensuring all information is kept accurately and securely in line with GDPR
- Liaising with the Treasurer to ensure financial information is up-to-date
- Managing all communications to members, including the e-newsletter, subscription reminders and payment instructions
- Supporting the Executive Committee in ensuring the Society is run effectively and in compliance with Charity Commission requirements and guidelines
- Supporting any required volunteer recruitment
- Organising the Society's subscriptions to external bodies

## What can you bring to the board?

- Strong organisational skills
- Administrative experience including minute taking and record keeping
- Good IT skills and access to a computer
- An interest and passion for archeology and local history
- Honesty, reliability and commitment
- Knowledge and understanding of charity law would be advantageous

To apply please visit our website for further details:

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