**Costume Society Membership Secretary**

**Role Description**

The membership Secretary is a vital role within the Society, often being one of the first direct points of contact for established and new members. You will be responsible for the processing of new and (annual) renewal personal memberships and renewal of membership accounts whose organisation pays the fee, manage the society’s PayPal account, Manage the Post Office Drop and Go account, Liaise with Edinburgh University Press (EUP) and with the society’s Editor (Print and Digital) with mailing lists for distribution, monitor the Membership@ and Info@ inboxes, support the management of the AGM and the annual return of information to the Charity Commission and provide reports, updates and information for the Executive Committee of which you will be a member.

These roles break down into the following tasks:

1. Process new memberships and renewals:
* Complete membership account activation from the website

Mark ‘Action required’ as necessary and follow up as needed e.g., posting out copies of Costume or The Thread / check accents on mailing list etc.

* Log basic membership information in hard copy ledger for preparation of Members Secretary reports
* Add to address book in Webmail and add to mailing list – Excel – for Gmail account
* Email welcome message with relevant attachments/confirmation of renewal etc
* Email members regarding membership renewal and reminders November/December annually.
* Provide receipts of membership payments as requested
1. Renewals of member accounts whose organisation pay fees:
* Email finance contact/teams/member involved to request a Purchase Order (PO) number from the organisation (usually a Museum)
* Once the PO is received, generate an invoice and send to appropriate person/department in pdf format
1. PayPal Account and monthly reconciliations:
* Manage and maintain Society PayPal account – ensuring the account information is up to date and accurate
* Prepare a monthly reconciliation spreadsheet regarding payments received/from whom/ for what etc., for the Treasurer. Monthly reconciliations need to include payments received by cheque, SO and BACS as and when required
* Transfer funds from PayPal account to Society bank account monthly, and notify the Treasurer when the transfer complete and attach the reconciliation
1. Drop & Go Account (Post Office):
* This account is used for posting items to members – copies of ‘Costume’, copies of ‘The Thread’, Lapel Pins, paperwork for the Treasurer and any other items requested by the Committee e.g., AGM hard copy paperwork
* The account is in the name of the Membership Secretary and requires ‘topping up’ as necessary – claim forms need to be completed, with receipts, for the Treasurer so that reimbursement can take place
* Post Office is also used to pay in cheques received using the envelope deposit system rather than using a NatWest Branch
1. Liaise with Edinburgh University Press (EUP) regarding Costume:
* Member mailing list to be emailed in preparation for the distribution of the journal in mid-February and mid-August
* ‘Overs’ to be sent to the Membership Secretary at requested address
* Request additional copies of Costume as required – copy in Treasurer as payment for additional copies will need to be made
* Liaise between members and EUP when copies of Costume are returned to EUP marked undeliverable. EUP have a 4-week window to reunite copies before the returned copy is recycled or returned to The Society.
1. Liaise with Editor (print and digital) regarding ‘The Thread’:
* Member mailing list to be emailed to Editor in mid-May and mid-November
* Request correct number of ‘overs’
* Forward any items of interest from members/members of the public that contact the info email address for inclusion in The Thread and/or social media.
1. Monitor info@ and membership@ mailboxes:
* Put together and communicate e-news with members ( to be reviewed)
* Answer membership queries from prospective/new/existing members
* Forward emails received to relevant Committee members e.g., Awards/Journal Articles/Events etc
* Respond to general enquiries from members and members of the public.
1. Support distribution of information for AGM:
* Email members, with valid email addresses
* Print, collate and post paperwork for members who require hard copies
* Collate responses, or forward responses received to the Secretary
* Feedback to the Chair for AGM report if required
1. Production of Membership Secretary Reports:
* Produce three Membership Secretary Reports for Committee Meetings annually
* Produce one Membership Secretary Report for the AGM annually
* Attend three committee meetings (online and/or in person in London) and one AGM each year (Travel expenses for attendance in person are covered by the Society)
1. Support the annual Return to the Charities Commission:
* Ensure that each member’s account lists the Country they reside in as we need to list these in the return
* Run the Charities Commission report from membership administration area
* Filter the results from the report and complete the spreadsheet regarding membership locations, monies received and types of membership etc
* Share the spreadsheet with the Chair, Treasurer and Secretary who complete the online return each Autumn
1. Other tasks:
* Monitor, block and report SPAM/phishing messages received to info/membership email addresses
* Support Committee projects and be involved with working groups for various projects, as required
* Be ‘seen’ at in person and online Events in order to build a positive relationship with the membership
* Provide support and information to the Treasurer regarding Gift Aid.
* Note and process membership resignations as required.
* Process and remove accounts of deceased members sensitively and offer condolences to the family/informant. If long standing member/ex-Committee member, notify the Chair who will decide if an obituary would be appropriate.
* Follow GDPR processes – remove resigned accounts from all systems at the end of the last membership year paid for as well as those accounts that have not been ‘paid’ for the previous two years. The society takes its responsibilities for the protection of general data very seriously.
1. Qualities we seek:
* Enthusiastic and dynamic commitment to the Society's goals.
* An interest in or connection with clothing/costume/fashion, ie, design or production, collection or curation, studying or teaching, publishing or writing, or just being passionate about clothing, costume and fashion .
* Knowledge of and previous participation in the events or the activities of the Society, or similar societies, groups or organisations would be an advantage.
* You must be a current member of the Society.
* You should be able to manage email communications, databases, financial transfer systems and ‘office’ packages
* As one of the first points of contact for members you should be approachable, have good communication skills and a knowledge of the Society so that you can signpost members to the relevant part/s of the Society’s activities.
* You should be methodical and have the ability to mange your time effectively.

This role attracts an honorarium in recognition of your endeavors and contribution to the running of the Society.

1. Equality and Diversity

The Society is committed to working towards equality, diversity and inclusion in all that it does.

This includes the governance of the Society and the membership of the Executive Committee and sub committees.

However, currently these committees are predominantly white and female.

We welcome applications from all suitably qualified candidates and are keen to receive expressions of interest from Black and Minority Ethnic people and those who identify as Male.