



Costume Society
Membership Secretary
Role Description

The Membership Secretary is an exciting and vital role within the Society. Often you will be one of the first direct points of contact for established and new members, answering and monitoring emails on the Membership@ email address. You will be responsible for processing new and renewal memberships, from both personal and organisational members, and you will manage the Society's PayPal account. Alongside this, collaboration with internal Officers, including the Society's Editor, and external stakeholders such as Edinburgh University Press is essential to ensure mailing lists remain accurate and up to date. Other activities include, supporting the Annual General Meeting (AGM) and Charity Commission by preparing reports. As with all our Officer roles, you will also provide updates and general information for the Executive Committee of which you will be a member.

What we are looking for:

- Enthusiastic and commitment to the Society's goals
- An interest in any aspect of clothing, dress history or fashion.
- Knowledge of how charities operate would be an advantage.
- Approachable and able to communicate effectively via email and in-person.
- Experience of databases, financial transfer systems and 'office' packages.
- Willingness to develop knowledge of the Society.
- Organised, methodical and can manage your time effectively.
- Knowledge of, or willingness to learn about, GDPR.

Please note, you must be a member of the Society at the time you step into this role.

Main duties:

- Process new memberships and renewals (individual and organisational).
- Monitor the Membership@ email address.
- Manage and maintain the Society's PayPal account.
- Prepare a monthly reconciliation spreadsheet.
- Produce Membership Secretary reports.
- Support distribution of information to members and for the AGM.
- Update the members area of the Society's website, when appropriate.
- Comply with GDPR when handling membership information.

The busiest period is between November and February, when renewal season commences. The Officer may have to check their email and process renewals more regularly, spending 2-3 hours every other day on this task. During less busy periods, the Officer spends 1 hour a week checking email correspondence and preparing reports for Executive Meetings and the AGM.

This role includes an honorarium in recognition of your valuable contribution to the running of the Society.

We welcome applications in the form of a 5-minute video or a 500-750 word written application. Please let us know why you would like to apply to be our new Membership Secretary. Please contact Vanessa Jones (chair@costumesociety.org.uk) for any questions or guidance on the application process.

Equality, Diversity and Inclusion

The Society is committed to advancing equality, diversity and inclusion across all areas of its work. This commitment extends to the governance of the Society, including the composition of the Executive Committee and its subcommittees.

We are committed to fostering an inclusive, respectful and supportive environment in which a broad range of perspectives, experiences and voices are valued and encouraged. Whatever your background, identity or lived experience, we warmly welcome your application and encourage anyone who shares the Society's values and vision to express an interest in joining us.