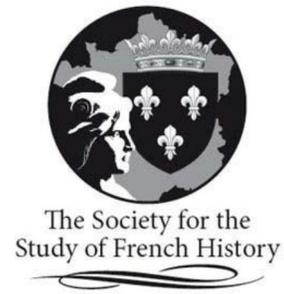


Role Description

Membership

Secretary



Description:

The Society for the Study of French History is seeking candidates to act as Membership Secretary. This role involves liaising with Oxford University Press regarding member subscriptions, both new and renewals; maintaining a database of current society members; welcoming new members to the Society; serving as a first point of contact and information for members of the Society; keeping the membership informed about relevant society news, events and initiatives; and producing the annual membership newsletter. Fulfilling these duties requires liaison with a range of SSFH role holders including the President, Secretary, the editors of the French History Network blog, the Website Officer, Secretary, and the Conference Officer.

The Membership Secretary is also expected to attend regular (twice-yearly) committee meetings; discuss proposals made by the trustees and the officers; and consult on day-to-day issues as they arise.

Principal responsibilities:

- To ensure that the process of becoming and remaining a member of the society runs smoothly, that the society communicates effectively with its members, and to maintain lines of communication between the membership, the society and relevant external parties such as Oxford University Press.
- To closely liaise with other committee members including the editors of the French History Network blog, the Website Officer, Secretary and Conference Officer to ensure that members remain informed regarding relevant news, events and initiatives connected to the Society.
- To attend committee meetings and AGMs and to provide reports on the society's membership on these occasions. The committee normally meets in late June/early July at the Annual Conference, and in January at the Annual Douglas Johnson Memorial Lecture in French History (normally held in London).
 - Expenses for travel can be reclaimed for attending committee meetings. Please use the expenses form on the Society website. (<http://frenchhistorysociety.co.uk/Forms.htm>)
- To discuss proposals at committee meetings
 - Papers will be circulated in advance of meetings, and committee members are expected to scrutinise the reports of officers
- To offer suggestions for new activities (where appropriate)
 - Suggestions for new activities will be discussed at committee meetings, and should be tabled as an item for discussion in advance by contacting the Society Secretary.
- To be prepared to serve on judging panels for the Society's various prizes

- In these requests regard shall be had to broad representation of the various chronological periods of French history.
- A full list of the prizes currently offered is available on the Society website. (<http://frenchhistorysociety.co.uk/prizes.htm>)

Claire Eldridge (Membership Secretary), January 2019