



ADH Membership Officer Role Description

Role Title:	Membership Officer	Reports to:	ADH Trustees
Organisation:	The Association of Dress Historians (ADH)	Manages:	Membership Deputy
Purpose of role:			
<p>The Membership Officer oversees the coordination and management of new memberships, renewal processes and member data. Reporting to the Executive Committee and ADH Trustees, the membership officer ensures upholding personal data protection in line with UK guidelines and advises on future membership directions. The role ensures membership policies uphold ADH charitable aims and works closely with the Treasurer and Membership Deputy to carry out membership operations.</p>			
Role description			
<p>Key tasks:</p> <ul style="list-style-type: none"> ● To maintain an accurate and high standard of records relating to ADH membership. ● To work with the Executive Committee in developing and maintaining members. ● To attend a minimum of three Executive Committee meetings per year, including reporting on membership at the December AGM. ● To advise ADH Trustees on membership direction and policies. ● To work with the Treasurer to process payments and maintain accurate membership records. ● To work alongside the Membership Deputy and Communications Sub-Committee to ensure essential membership administration is undertaken in a timely manner. ● To offer an open, friendly and helpful point of contact for members. 			
Skills and experience			
<p>Essential:</p> <ul style="list-style-type: none"> ● An understanding of the UK charity sector. ● An awareness of UK data protection policy and policy relating to equality and inclusion. ● Proven organizational and record keeping skills, including Excel and cloud filing systems. ● The ability to communicate in a concise, friendly and inclusive manner. ● Understanding of UK online payment processes and budget balancing. 			

- Ability to commit to and promote the values and charitable aims of ADH.

Desirable:

- Familiarity with Microsoft Office, Box, Dropbox, Zoom, Slack and Mailchimp.
- Awareness of differences in international data protection.
- An interest in diverse representation in the dress and textile history sector.
- Comfortable communicating between cultures.
- An awareness of previous ADH operations and outputs.
- Knowledge of the dress and textile heritage and academic sectors.

Tenure and hours

- This role is voluntary with a two-year tenure and formally voted in by ADH Members at the Annual General Meeting in December.
- Resignation can be offered at any time, but the role holder is expected to stay in position until they have handed over to a replacement candidate or made other provision, where necessary.
- ADH roles are supported by a two-month hand-over or induction. This is considered as a review period to ensure both candidate and ADH team agree with uptake of the role.
- The role will require an average of 4 hours per week split across several days, with limited busier periods.
- The role will have administrative assistance from ADH Treasurer, Membership Deputy and Secretary.

For an informal discussion about this role please contact Lydia Caston via membership@dresshistorians.org

To apply please send a covering note explaining how you feel you fit the role and a CV to:
Polly Putnam: chair@dresshistorians.org &
Bethany Adams: secretary@dresshistorians.org