



THE BIRMINGHAM CIVIC SOCIETY

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Birmingham Civic Society – Honorary Secretary Role

What is The Birmingham Civic Society?

Birmingham Civic Society is a charitable, member-led organisation that has been working to make Birmingham a better place for everyone since 1918. Post-WWI regeneration was the initial focus and we secured land to create the city's open green spaces and improved existing parks. Over the years we have campaigned to save some of the city's best-loved assets including The Rep Theatre and Burne-Jones stained glass windows. In the 1950s we erected our first blue plaque and since the early 2000s have promoted public art and active citizenship. We also consult on plans for new development in the city and support communities who are concerned about proposals. In 2018, we proudly celebrated our centenary year.

Today, our work now cuts across four areas – planning, heritage, citizenship, and public art - drawing on our legacy and contemporary expertise. As a membership organisation, citizens of Birmingham (and beyond!) who choose to become members and join our committees as volunteers enable us to do what we do – and play a key role in setting our agenda.

We have had great support from the Birmingham community in volunteering their time to be part of the Society's board of Trustees. With a number of current incumbents stepping down due to their tenure finishing we are recruiting for a variety of roles including this vacancy, Honorary Treasurer, Citizenship Trustee, and Membership, Communications and Events Trustee.

We are looking for an Honorary Secretary who can support the Board of Trustees to undertake the charity's aims:

- to promote high standards of planning and architecture
- to educate the public in the geography, history, natural history, culture and architecture of the city
- to secure the preservation, protection, development and improvement of public amenities and features or areas of historic or public interest in the city
- to promote the concept of active citizenship among the people of the city

Brief Synopsis of the Role

- Maintain familiarity with the BCS membership lists and governing documents - Memorandum and Articles of Association
- Record the dates of co-option, election or re-election of every Trustee to ensure compliance with their terms of office
- Create and publicise an annual calendar of meeting dates for the Board of Trustees and Annual General Meeting
- Prepare an agenda for each of these meetings in consultation with the BCS Chair, and distribute with previous minutes
- Check whether each of these meetings has a quorum for decisions to be legitimate, and is structured appropriately
- Attend all meetings of the Board of Trustees, noting those attending, apologies for absence and motions considered
- Attend all Annual General Meetings, noting those attending, apologies for absence, votes taken and motions considered
- Produce timely minutes of all meetings, summarising discussions and recording voting outcomes, decisions and actions
- Log the attendance at all meetings and draw the attention of the BCS Chair to any persistent absences
- Apply the BCS branding guidelines, for example in the graphic style of documents and the use of the coat of arms
- Respond to ad hoc queries from BCS Trustees and Members on any of these responsibilities as required
- Keep a register of the membership of Committees and proactively coordinate their Chairs' regular reports to Trustees
- Negotiate with providers and book venues for meetings and events, as required by the Board and its Committees

Time Commitment

- Attending six Trustee meetings per year – meetings take place from 12.30-2.30 at a city centre location subject to changes
- Maximum one to two hours per week on routine matters

If you're interested in this opportunity, please get in touch with Amelia Ladbrook on info@birminghamcivicsociety.org.uk.