



## THE BIRMINGHAM CIVIC SOCIETY

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## Birmingham Civic Society Honorary Treasurer & Trustee

### 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. We are also recruiting for an Honorary Secretary.**

We are looking for a new Honorary Treasurer and Trustee who can support the charity in its 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

- Making payments
- Record/book keeping
- Preparation of internal accounts and forecasts
- Preparation of annual statutory accounts for Independent Examination
- Company secretarial matters (filing of accounts and annual returns)
- General financial and administrative duties e.g. Insurance, Charity Commission regulation compliance
- Presenting accounts at the AGM

Note: It does not involve taking minutes at meetings which are undertaken by the Honorary Secretary.

### **Time Commitment**

- About one to two hours per week on routine matters - payments, bankings, queries (supported by our part time administrator)
- Attending six Trustee meetings per year – meetings currently take place from 15.00 – 17.00pm at a city centre location.
- Book-keeping with support of the Society administrator
- Year-end accounts
- Filing accounts and annual returns

Please note all Trustee positions including Honorary Treasurer are voluntary and unpaid.

As Honorary Treasurer you will ensure that the Charity is meeting its goals in delivering our initiatives, remains sustainable and continues to thrive.

If you're interested in this opportunity, please get in touch with Stephanie Bloxham on [info@birminghamcivicsociety.org.uk](mailto:info@birminghamcivicsociety.org.uk).