



British Society for Phenomenology Executive Committee member with role

Job Title: Membership Secretary

About the British Society for Phenomenology

The British Society for Phenomenology (BSP) is a not-for-profit organisation set up with the intention of promoting research and awareness in the field of phenomenology and other cognate arms of philosophical thought. Currently, the society accomplishes these aims through its journal, events, and podcast. We are an open and welcoming society, and our aim is to create a convivial, inclusive environment for our membership during every interaction.

Job Summary:

The BSP is seeking a Membership Secretary to join the Executive Committee (ExCo). This role is a great opportunity for someone up for the challenge of developing and delivering a long term membership strategy to ensure the success and growth of the society. The role holder will also be responsible for carrying out regular tasks such as membership reports, liaising with the *Journal of the British Society for Phenomenology* (JBSP) distribution, and interacting with BSP members.

Role overview:

- The role holder will report directly in to the President of the BSP.
- The role holder will need to commit to a standard ExCo four year tenure. However, they can step down during this time due to extenuating circumstances.
- After completing their four year tenure, the role will be advertised once more amongst the membership. The incumbent role holder can re-apply as part of this process for another four years.
- This is an unpaid voluntary position. However, the role holder will have the opportunity of free attendance to the Annual Conference and any travel and accommodation costs reimbursed if delivering the annual report at the Annual General Meeting (which is held during the Annual Conference) and helping out during the conference.
- The role holder will be a member of the BSP; or commit to becoming a member upon taking up the role.

Responsibilities and duties:

- Develop, own, and execute a long term (5 year) BSP membership strategy focusing upon both membership retention and growing the membership.
- Produce yearly reports and give quarterly updates on membership numbers, trends, and strategy outcomes.
- Attend the Annual General Meeting (held during the Annual Conference) and deliver the yearly report to the membership.
- Attend the quarterly ExCo meeting (held via teleconferencing) and update attendees on the current membership numbers, trends, and strategy outcomes.
- Liaise with the distributors of the JBSP for the processing new membership data in a timely fashion; and ensure new members receive print copies of the JBSP and online access in a timely fashion - in line with the existing BSP data policy.
- Ensure current and recurring members receive the JBSP and have online access.
- Manage the Membership Secretary email inbox, ensuring queries are answered, and where necessary resolved, in a timely fashion.
- Work with other relevant members of the ExCo where necessary, such as the Communications Manager for membership comms, the Technology Officer for membership metrics and system changes, and the Business Secretary for the delivery of membership reports.
- It is expected the role holder will attend the AGM, and as far as possible they should attend. Unless there are exceptional reasons they should attend a minimum of times during the four years of their term.

Further information

For further information or to discuss any aspect of this role, please contact the current interim Membership Secretary, Matthew Barnard | m.barnard@mmu.ac.uk.