



British Society for Phenomenology Executive Committee member with role

Job Title: Membership Secretary

About the British Society for Phenomenology

The 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 and practice. Currently, the society accomplishes these aims through its journal, prize, podcast, impact agenda, and events. 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 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) publishers, and interacting with BSP members.

Role Overview:

- The role holder can be based anywhere in the world, and work / study in the field of phenomenology broadly construed.
- The role holder will be a member of the BSP; or commit to becoming a member upon taking up the role.
- The role holder will report directly in to the President of the BSP.
- The role holder will become a member of the BSP [Executive Committee](#) (ExCo).
- The role holder should be prepared to commit to a standard ExCo four year tenure. However, they can step down anytime during their tenure with extenuating circumstances; the incumbent role holder can also re-apply for another four years once their tenure is up, if they so wish.
- This is an unpaid voluntary position.

Responsibilities and duties:

- Develop, own, and execute a long term 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 online Annual General Meeting (AGM) and deliver the yearly report to the membership.
- Attend the two to three yearly online ExCo meeting and update attendees on the current membership numbers, trends, and strategy outcomes.
- Liaise with the publishers of the JBSP for the processing new membership data in a timely fashion, ensure new members receive online access to the JBSP in a timely fashion, and handle any print version enquiries.
- 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 Head of Engagement for membership comms, the Technology Officer for membership metrics and system changes, and the Secretary for the delivery of membership reports.
- Give at least one paper at any BSP event during their four year tenure.

Further information

For further information or to discuss any aspect of this role, please contact the current interim Membership Secretary, Dr Matthew Barnard, at contact@britishphenomenology.org.uk.