



British Society for Phenomenology Executive Committee member with role

Job Title: 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 society Secretary to join the Executive Committee (ExCo). This role is a great opportunity for someone up for the challenge of programme managing, documenting society business, and ensuring the observance of the values, processes, responsibilities, and compliances of the society.

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:

- Project manage the annual ExCo review, including creation and update of job descriptions for ExCo with roles.
- Project manage any strategic initiatives and special projects.
- Organise ExCo teleconferencing meetings (usually 2-3 per year); the Annual General Meeting (AGM); and any necessary extraordinary general meetings.
- Be part of the annual conference committee and any other event committees (such as symposia, workshops, summer schools, or special conferences) ensuring adherence to documented event parameters. Where event parameter documents do not exist, project manage the creation of such.
- In all meetings: take minutes, write up, and distribute to the relevant audience in a timely fashion, ensuring all society business is documented (including all decisions and votes) and accessible for easy reference.
- Ensure society business is compliant with the Certificate of Incorporation / Memorandum of Association.
- Manage BSP stationary.
- Work with other relevant members of the ExCo where necessary to deliver the above, such as the Technology Officer for teleconferencing, the Events Manager for the annual conference and events, and the Membership Secretary and Communications Manager for the AGM.
- 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 outgoing society Secretary, Hannah Dunberry at hberry.liverpool@gmail.com.