



Secretary, Design History Society

As a voluntary, unpaid member of the Executive Committee, the Secretary's key responsibility is to ensure the smooth running of the Society's business.

Key Responsibilities

- To work closely with the Chair and Treasurer, as one of three Honorary Members of the Society
- To ensure that role descriptors for Executive Committee positions are kept up-to-date
- To publicise open Executive Committee roles and manage the application process for these roles
- To assist in the editing of content for the Design History Society online newsletter, working closely with the Society's Communications Officer
- To compile the Annual Report by Executive Committee Officers for the Society's AGM each September
- To attend the quarterly DHS meetings
- To abide by the Charity Commission's code of conduct, in all his/her work for the society (see: http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_governance/Good_governance/good_gov_code.aspx)

Skills Required

- Good knowledge of the field of design history
- Excellent communication and organisational skills

How to Apply:

Please complete the application form and e-mail to Elli Michaela Young: designhistorysociety@gmail.com. The deadline for submissions is **10 March 2017**.