

## About Us

SEMFed is the regional federation for everyone who works in museums and galleries in the South and East of England. We are an independent membership organisation and aim to promote, support and develop our members on a local and national level.

We organise event days at museums throughout the region with a chance to network with fellow museum colleagues and an annual study trip, providing members with a rare opportunity to visit behind the scenes and meet members of staff from museums.

Our region covers the counties of Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Oxfordshire and Suffolk, as well as the Unitary authorities of Peterborough, Milton Keynes, Southend, Thurrock and Bedford.

<http://www.semfed.org.uk/>

**Role Title: Secretary**

## Tasks Include:

Prepare and distribute the agenda for committee meetings in advance, working with the President and others to agree the agenda and book a room if necessary.

Take the minutes for the meeting, write up, check for accuracy and distribute to the members of the committee within two weeks of the meeting.

Correspond with other people and organisations on behalf of the Fed as necessary. You might also represent the SEMFed at regional or national events.

Support different areas of the organisation's objectives as needed, for example organisation of events or publicity.

Support different areas of the committee as needed, especially with tasks such as website updates, group emails.

Maintain the SEMFed Archive to hand on to the next Secretary.

Make an active contribution to the Study Day events by welcoming attendees, engaging with discussions, contributing write-ups, social media use or taking photographs.

## Benefits

Meet new people and develop your professional networks.

Develop new skills, knowledge and experience to support your career development.

## Time Commitment

- Approximately 4 – 5 committee meetings a year which usually take place at the end of a SEMFed Study Day. We hope you will be able to attend the majority of the meetings.
- You are expected to keep in touch with the committee through email discussions and give your apologies in advance if you cannot make a meeting.
- An average of a few hours per month between committee meetings.

## Recruitment Process

Please submit your name, brief CV, contact details and a 200 word summary of what you feel you could bring to the position to Lauren Ephithite, SEMFed President by email: [lauren.ephithite@norfolk.gov.uk](mailto:lauren.ephithite@norfolk.gov.uk) by 22<sup>nd</sup> June 2018.

## Other Information

For an informal chat please ring Lauren Ephithite, SEMFed President on 01362 869393 or email [lauren.ephithite@norfolk.gov.uk](mailto:lauren.ephithite@norfolk.gov.uk)

For this role you are required to be a member of SEMFed (£10 annually). This role has a three year term.

Volunteers, students, employed museum staff, retired museum staff and those between contracts are all welcome to apply.