

About Us

SEM Fed 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 in other countries.

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: Membership Secretary & Treasurer*

***Please note – this role could be shared between two people as a separate Membership Secretary and a Treasurer. Please get in touch to have a chat about the role you are interested in.**

Membership Secretary:

Maintain the SEM Fed membership database and provide updates at meetings and the AGM.

Process new membership applications and carry out annual membership renewal process.

Carry out all processes in accordance with SEM Fed Privacy Policy and GDPR regulations.

Treasurer:

Maintain SEM Fed bank account, monitoring all payments and provide updates at meetings and the AGM.

Process all bank payments, and carry out annual membership renewal process.

General Tasks:

Correspond with other people and organisations on behalf of the Federation as necessary.

Make an active contribution to events by welcoming attendees and engaging with discussions.

Benefits

Develop further skills, knowledge and experience to support career development.

Meet new people and develop professional networks.

Time Commitment

Approximately 4-5 committee meetings a year, normally to take place at the end of a SEM Fed event or digitally. It is expected that the Vice President will attend most of these meetings.

You are expected to keep in touch with the committee through email discussions and liaise with others as necessary.

An average of a few hours per month between committee meetings.

Recruitment Process

Please submit your name, brief CV, contact and a 200 word summary of what you feel you could bring to the position to Emily Shepperson, SEM Fed President semfed@admin.org.uk

Other Information

For an informal chat please ring Emily Shepperson, SEM Fed President on 01473 264520 or email Emily.Shepperson@suffolk.gov.uk

For this role you are required to be a member of SEM Fed (£10 annually).

This role has a three year term. A full handover with the outgoing Officer would be conducted.

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