

## 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 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: Committee Member

#### Tasks Include:

Being a vital contributor in committee meetings, ideally attending all meetings (approximately 4 a year). All committee members need to attend a minimum of 2 meetings per year or may be asked to stand down.

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

You might also represent the SEMFed at regional or national events.

Make an active contribution to the Study Day events by welcoming attendees, engaging with

discussions, contributing write-ups, social media use or taking photographs.

Enable our organisation to deliver its objectives.

#### Benefits

Meet new people and develop your professional networks.

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

#### Time Commitment

- Approximately 6 committee meetings a year which usually take place at the end of a SEMFed Study Day or in-between online. We hope you will be able to attend the majority of 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.
- AGM (Annual General Meeting) – often as part of one of the 3 or 4 Study Days
- 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 Emily Shepperson, SEMFed President by email: [admin@semfed.org.uk](mailto:admin@semfed.org.uk)

#### Other Information

For an informal chat please contact the federation on: [admin@semfed.org.uk](mailto:admin@semfed.org.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.