



· INSTITUTE · OF · HISTORIC ·
BUILDING · CONSERVATION

IHBC Membership Secretary: Job description

The Membership Secretary is a trustee of the IHBC with primary responsibility for the Institute's membership and disciplinary portfolio. In addition to duties as a trustee of the charity and director of the company (http://www.ihbc.org.uk/about/corp_papers/corp_papers.html), the post-holder is responsible for the following activities & roles:

1. To shape, agree with Council, and deliver on the annual Business Plan of the Membership and Ethics (M&E) Committee
2. To report Committee progress to Council in accordance with Council procedures and timetables, and to respond to queries from Council and other interests regarding the delivery of the Business Plan and any other related committee business or interests
3. To chair M&E Committee meetings, and agree and progress agendas & programmes in line with corporate objectives & capacity
4. To maintain oversight of the committee budget
5. To serve as the primary contact on relevant advisory & networking matters, maintaining contact and communication across internal and external networks, bodies and interests
6. To review regularly committee membership, representation, skills sets and focus, ensuring that all align with Business Plan objectives
7. To maintain a current job description of the role, with key duties, activities and annual programmes aligned to the Business Plan.

Skills, knowledge, experience & commitment

1. Experience in relevant practitioner issues and operations in conservation as a whole and/or across key sectors, including demonstrable involvement in professional membership matters
2. Experience of operating across diverse areas of the heritage, conservation and/or construction sectors
3. Capacity to work with modern IT systems and resources
4. Relevant and demonstrable corporate experience in delivering business plan objectives and targets
5. Experience of strategic or national operations in relevant voluntary bodies/charities, ideally the IHBC, including demonstrable organisational, management & committee achievements
6. Knowledge and/or experience of trustee or similar roles & duties
7. Capacity to commit to at least 8 meetings a year (most in London) & to undertake relevant professional networking
8. Full membership of the IHBC and current CPD.

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