

BARS

British
Association for
Romantic Studies

Membership Secretary

The Membership Secretary deals with the Society's membership at large, processing new members, overseeing dues and reviewing subscription rates, maintaining the list of members, and preparing relevant documentation and communications with the membership. Additionally, the Membership Secretary liaises with the organisers of the Society's International Conference and Early Career/Postgraduate Conference, as well as partner associations in other jointly organised events.

Roles and Responsibilities

- Receive and progress membership applications.
- Manage renewals of the Society's subscriptions.
- Oversee membership records, ensuring compliance with relevant privacy legislation.
- Communicate relevant information to Members on regular and ad hoc bases.
- Discharge other duties that provide benefits to Members of the Society.

Key Activities

- Welcome new Members.
- Produce and maintain documents for new and existing Members about the Society, its aims, benefits of membership, obligations, terms of reference, etc.
- Produce and send notices of dues.
- Maintain an up-to-date list of all Members, recording status in respect of active or expired subscriptions.
- Work on boosting new membership and ensuring retention, initiating and overseeing recruitment drives.
- Liaise with any Member who opts not to renew, in order to understand the reasons for cancellation and to identify any trends in changing membership. Report these to the Executive Committee as appropriate and recommend any actions for consideration.
- Liaise with the Treasurer over collecting Members' dues, overseeing current membership numbers and review renewal rates at regular intervals, including management of the Society's PayPal account.
- Within the limits of any data protection legislation (e.g. GDPR), provide the Executive Committee with relevant data held on the membership database.
- Liaise with the Secretary, Communications Officer and any other relevant members of the Executive Committee to prepare and circulate newsletters, promotional materials and other publications to members.
- Work, as appropriate, with external partners and members of the Executive Committee in developing and reviewing any external benefits or arrangements provided for Members of the Society.



Treasurer

The Treasurer oversees all aspects of the Society's financial management, working closely with other members of the Executive Committee to develop, maintain and safeguard the Society's finances. While the Treasurer ensures that these responsibilities are met, work can be delegated as appropriate to the Bursaries Officer, the Membership Secretary and ad hoc sub-committees (e.g. for conferences and other events, projects or partnerships).

Roles and Responsibilities

- Oversee general finances of the Society.
- Oversee financial planning, budgeting and fundraising.
- Manage the Society's bank account and financial records.
- Control any of the Society's assets, stock and sources of income.

Key Activities

- Oversee and present budgets, accounts and financial statements to the Executive Committee and Members of the Society.
- Liaise with designated members of the Committee and ad hoc partners (e.g. conference organisers) about financial matters.
- Ensure that appropriate and robust financial systems and controls are in place.
- Ensure that record-keeping and accounts meet statutory or best-practice expectations.
- Liaise with the Membership Secretary in processing Members' dues, including shared oversight of the Society's PayPal account.
- Liaise with the Bursaries Officer in the disbursement of any funding for Fellowships.
- Disburse non-Fellowship claims that have been approved by the Executive Committee.
- Disburse any other moneys that have been approved for expenditure by the President and/or Executive Committee.
- Advise on the Society's fundraising strategies.
- Ensure use of funds complies with conditions set by relevant legislation, financial control systems and organisational bodies.
- Prepare and present budgets for new and ongoing projects.
- Prepare and present regular reports on the Society's financial position (e.g. at the Executive Committee meetings, at the Society's Biennial General Meeting).
- Manage bank and other financial accounts.
- Set up appropriate systems for book-keeping, payments, lodgements and cash disbursements.
- Ensure everyone handling money keeps proper records and documentation.