



Volunteer Opportunities Honorary Secretary

About Us	<p>Established in 1968, The Egham Museum is an independent, community museum and registered charity (The Egham Museum Trust, Charity No: 278422) reliant on volunteers, donations and grants to remain open. Through our exhibitions, outreach programmes and innovative use of our collections, we provide for our local communities and visitors a centre of life-long learning dedicated to raising awareness, sharing knowledge and promoting enjoyment of history. The Egham Museum is Accredited under the national Arts Council England Museum Accreditation Scheme and is open to the public on Tuesdays and Thursdays between 10am and 4.30pm and on Saturdays between 10.30am and 12.30pm.</p> <p>We currently have a part-time paid professional Curator and Assistant Curator due to a project grant from the National Lottery Heritage Fund. Every other person working in the Museum is a volunteer who give their time with anything from a couple of hours a month, to a couple of days per week. Find out more on our website www.eghammuseum.org.</p>
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Role	Honorary Secretary
Tasks	<p>The role of the Secretary is to support the Chair in ensuring the smooth functioning of the board of The Egham Museum Trust, also working closely with the Curator. The role includes:</p> <ul style="list-style-type: none"> • Ensuring the meetings are effectively organised; • Ensuring the effective flow of business between Trustees and Museum workforce; • Providing information and data, or obtaining it from others; • Ensuring actions are assigned by the Trustees to appropriate individuals; • Upholding the requirements of governing documents; advising the Chair; • Recording information, preparing and maintaining accurate records and minutes.
Skills	<ul style="list-style-type: none"> • Organisational ability; • Experience of committee work and procedures; • Minute-taking experience ; • Good communication and interpersonal skills; • Impartiality, fairness and the ability to respect confidences; • Approachable and sensitive to the feelings of others; • Well organised and an eye for detail; • Good time-keeping.
Commitment	<p>This role would need to be carried out at the Museum when The Egham Museum Trust meets, which is on a quarterly basis. Meetings last for roughly 2 hours. Occasionally additional Trust meetings also take place outside these hours. Some time would be required in between meetings for planning and distributing papers.</p>
Benefits	<p>This is a voluntary role and no payment can be made, but we can offer you:</p> <ul style="list-style-type: none"> • A friendly and welcoming environment • Training and support in all areas of the role • An enjoyable experience • References for future employer
Apply	<p>If this sounds like the role for you, then:</p> <ul style="list-style-type: none"> • Complete the Volunteer Registration Form and email to curator@eghammuseum.org or post to: Egham Museum, The Literary Institute, High Street, Egham, TW20 9EW or • Speak to Sarah (curator@eghammuseum.org) to register your interest.