



ADH Secretary Role Description

Role Title:	Secretary	Reports to:	ADH Trustees
Organisation:	The Association of Dress Historians (ADH)	Manages: Co-ordinates:	Mentoring Coordinator Executive Committee
Purpose of role:			
<p>The Secretary provides administrative support to the operations of the ADH and advises the Trustee and Executive Committee towards upholding UK Charity Commission guidelines. The role ensures that ADH adheres to requirements of record keeping and data protection of members. It provides the point of contact for Executive Committee team members and Trustees to check and maintain UK policy relating to volunteer-led organisations, recruitment, equality and safeguarding standards.</p> <p>The role supports the Executive Committee Chair and Trustees in ensuring ADH team members are treated fairly, with high standards of respect, dignity and inclusion, and in support of upholding ADH charitable aims.</p>			
Role description			
<p>Key tasks:</p> <ul style="list-style-type: none"> ● To maintain an accurate and high standard of records relating to ADH operations. ● To organize and minute a minimum of three Executive Committee meetings per year. ● To advise ADH Trustees on Charity Commission guidelines. ● To maintain and update ADH Charity Commission information. ● To work with the Treasurer to draft the Annual Report. ● To organize the AGM and communicate with members in relation to the AGM, reporting, voting matters and policy changes. ● To support the Mentoring Coordinator in maintaining records and procedure and covering for that role when required. ● To act as safeguarding point of contact for Sub-Committee teams and Executive Committee members. ● To work alongside the Treasurer and Executive Committee Chair to ensure essential ADH administration is undertaken in a timely manner. ● To offer an open and friendly point of contact across ADH Executive Committee and Sub-Committee teams to support and facilitate operations. 			
Skills and experience			
<p>Essential:</p> <ul style="list-style-type: none"> ● An interest in dress and textile history. ● An understanding of the UK charity sector and meeting Charity Commission requirements. ● An awareness of and interest in UK policy relating to equality and inclusion. 			

- An awareness of data protection in the UK.
- Proven organizational and record keeping skills, including minute taking and experience with secure cloud filing systems.
- The ability to communicate in concise, friendly and inclusive formats using written, verbal and visual communication skills.
- Understanding of budget management in relation to conferences, bursaries and/or related academic outputs.
- Ability to commit to and promote the values and charitable aims of ADH.

Desirable:

- Familiarity with Microsoft Office, Box, Dropbox, Zoom, Slack and Mailchimp.
- Awareness of differences in international data protection.
- An interest in diverse representation in the dress and textile history sector.
- Comfortable communicating between cultures.
- An awareness of previous ADH operations and outputs.
- Knowledge of the dress and textile heritage and academic sectors.

Tenure and hours

- This role is voluntary with a three-year tenure and formally voted in by ADH Members at the Annual General Meeting in December.
- The role holder will be invited to sit on the ADH Board of Trustees after a settling-in period.
- Resignation can be offered at any time, but the role holder is expected to stay in position until they have handed over to a replacement candidate or made other provision, where necessary.
- ADH roles are supported by a two-month hand-over or induction. This is considered as a review period to ensure both candidate and ADH team agree with uptake of the role.
- The role will require an average of 4 hours per week split across several days, with limited busier periods.
- The role will have administrative assistance from ADH Executive Committee Chair, Communications Manager, Membership Manager and Treasurer.

For an informal discussion about this role please contact Emily Taylor via Trustees@dresshistorians.org

To apply please send a covering note explaining how you feel you fit the role and a CV to: Polly Putnam: Chair@dresshistorians.org