

Victoria County History Shropshire Needs You

We are looking for volunteers to perform the roles of Secretary and Treasurer

VCH Shropshire is a new and go ahead charity engaged in a long term project to write the history of the county, parish by parish, as a part of the larger Victoria County History project. It wishes to build on the success of its history of Wem (published in November 2019) with further publications, including ones on Shrewsbury and Newport. Those not already familiar with our work might care to look at our website, www.vchshropshire.org.

We wish to appoint a Secretary and a Treasurer, the first vacancy arising from a resignation through pressure of work and the second from the premature death of Dr Chris Fountain late last year. The posts will suit people who wish to make a contribution to the work of an ambitious voluntary society and who have an enthusiasm for the history and heritage of the county. The postholders need not be active local historians (although we are always interested in hearing from people who are interested in joining our research effort).

The role of secretary will include the following responsibilities:

- Managing the county committee, arranging meetings, preparing and circulating the agenda, taking and circulating minutes
- Making arrangements for our annual meeting
- Preparing and circulating our annual report
- Preparing and circulating e-newsletters (quarterly)
- Making annual returns on behalf of VCH Shropshire

The role of treasurer will include the following responsibilities:

- Collecting and managing the income of the company
- Maintaining the financial records and preparing and managing a budget
- Preparing reports of the financial position of the company in time for meetings
- Liaising with external accountants to produce statutory accounts and reports

No remuneration is available for these roles although in some circumstances expenses might be paid. There are no set hours. It may be that the roles can be combined. The Secretary and Treasurer will liaise with the company's Chair and General Editor, Professor Richard Hoyle and will report to the VCH Committee.

Expressions of interest should be directed to Professor Richard Hoyle, secretary@vchshropshire.org. Members of the county committee would wish to meet with applicants, and we hope that a suitable person will be able to join us early in 2021.

January 2021