



## **Vacancy for a Secretary to the Board.**

Saffron Walden Museum Society Limited is looking for a new Secretary to the Board from August this year.

The Society owns the buildings and the collections of the Museum but the Museum is run by Uttlesford District Council, which employs the Museum staff. The Society works closely with the Council and the Museum Curator and staff. In addition, the Society acts as a traditional “Friends of the Museum “ organisation, with newsletters, talks and previews for members of new exhibitions, as well as a popular Christmas party.

From August, the Board will comprise six directors, with backgrounds in law, accountancy, education and public administration. The Board meets four times a year, with the occasional need for additional meetings. The Secretary prepares the agenda in consultation with the Chairman, and some of the papers and also, of course, the minutes.

There are two committees below the Board, one dealing with future developments of the Museum and the other with the Society's other activities. At the moment, the Secretary to the Board does not support these committees. The Finance Director deals with the Statutory Returns to Companies House and the Charity Commissioners.

The post of Secretary to the Board is an interesting one at the heart of the Museum's work. It calls for accuracy and discretion, but should be enjoyable and not particularly onerous.

To discuss further what is involved, please call Tony Watson, the Board Chairman, on 01799 521153.

Visit our web site at: [www.swmuseumsoc.org.uk](http://www.swmuseumsoc.org.uk)

**Regd. Office: Saffron Walden Museum, Museum Street, Saffron Walden, CB10 1JL Tel: 01799 510333**

*Directors: S B Hollingworth, Cllr B Light, R Priestley BA, P Salvidge, S C Sharpe,  
P J Walker, E A Watson*

*Regd in England no. 6469141: Charity Regd no 1123209*