

THE CARMARTHESHIRE ANTIQUARIAN SOCIETY

CYMDEITHAS HYNAFIAETHAU SIR GAERFYRDDIN



VACANT POST: HONORARY SECRETARY

The Carmarthenshire Antiquarian Society, established in 1905, promotes the study of local history, archaeology and folklore and is one of Wales' premier local history societies.

The Society is currently looking for an Honorary Secretary and applications are invited for the post.

Working closely with the Treasurer and Membership Secretary, the duties of the Secretary will include

- convening and minuting meetings of the Society's Council and Annual General Meetings
- circulating information, notifications and Agenda to Council members
- dealing with or forwarding Society correspondence
- recording Programme Committee decisions
- filing risk assessments carried out by event leaders and keeping a selective archive of CAS correspondence and administrative documents for periodic deposition at Carmarthenshire Archives

and any other reasonable duties as deemed necessary by Council.

Further information about the Carmarthenshire Antiquarian Society may be found at www.carmants.org.uk and on the society's social media accounts.

Applications for the post should be by letter to the Chair, Eurig Davies at e.davies11@btinternet.com who is also available for an informal email discussion. Applicants will need a proposer and seconder from Society members. Any appointment made will be confirmed by the Society's Annual General Meeting in April.

The closing date for applications is **Friday 15 October 2021**.