

RECRUITMENT OF CLERK TO THE TRUSTEES OF THE 1805 CLUB

Founded in 1990, the 1805 Club is an international charitable organisation that , commemorates and educates about the history and heritage of the age of sail, during the Georgian era (1714-1837), and the influence this period has played on the maritime world up through the present day (www.1805club.org) .

As a charity, it is registered to the Charity Commission for England and Wales as a Charitable Incorporated Organisation (CIO), number 1201272.

The Club's activities encompass events; publications; projects; research; education about the lessons to be learnt in today's world. The Club owns a number of valuable databases relating to ships, mariners and monuments of the era and has ambitions to create a single, authoritative virtual on-line museum to house and display its numerous and growing collection of on-line exhibits – articles; talks; original digital material, including its databases. Through the museum, people across the globe will be able to explore and learn about the topic, and academics will be provided with valuable source material. There will be commercial benefits too, which will support further maintenance of the Club's resources and provide funding for new projects and research.

Following the Club's recent transition to a CIO and in the context of its plans for development, the trustees have decided to recruit a Clerk with an interest in the charity itself and its objectives; experience and knowledge of charity law and regulation, and an understanding of committee work.

The Clerk's duties will include:

- a) advising the trustees about the Club's constitution and charity rules and regulations;
- b) assisting the Chairman in drawing up the agenda and papers for trustee meetings;
- c) preparing minutes and maintaining the minutes book;
- d) maintaining the formal registers of trustees and trustees' interests;
- e) liaising with other trustees and officers, in particular the Membership Secretary and the Treasurer;
- f) organising the order of business for the AGM;
- g) filing required documentation to the Charity Commission for England and Wales.
- h) keeping a register of the Club's main contracts and formal correspondence.

The Club's trustees usually meet every 2 months via Zoom.

The post will be of great interest to the right person. The budget contains provision for an honorarium of £500.