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**CLE Core Group**

APPLICATION FORM

Membership Secretary

If you wish to stand for election as the CLE Membership Secretary, please complete this form, scan it and send by email attachment to Naomi Segal at [naomi.segal@sas.ac.uk](mailto:naomi.segal@sas.ac.uk) and Anja Rekeszus at [anja.rekeszus@kcl.ac.uk](mailto:anja.rekeszus@kcl.ac.uk). The post is effective from 28 February 2022.

**Deadline for return of applications: midnight GMT on** **Friday 11 February 2022**

The Membership Secretary is responsible for:

* dealing with membership applications (mainly in lead-up to events):
  + processing and filing applications;
  + sending out membership receipts;
  + maintaining the membership list;
  + updating membership section of the website ([CLE members – My CMS (cleurope.eu)](https://cleurope.eu/about/members/));
  + liaising with the Treasurer about payments’
* emailing members regarding the renewal of their memberships (unless automated by PayPal);
* responding to questions regarding membership
* attending and reporting to meetings of the Steering Group (2 x year), the Core Group (2 x year) and the AGM.

The time commitment of the role is ca 2-5h pm, with increased activity in the run-up to events.

**Your name (first name + SURNAME) …………………………………………………….**

**Institutional affiliation (if any) ……………………………………………………………**

**Postal address: …………………………………………..……………………………………**

**Email address:. …………………………………………………………………………………**

**Below, please complete a Candidate’s Statement of no more than 500 words.**

Your statement should include (i) a short bio, giving information on your present post, if any, relevant skills, experience, interests and field of research or activity; and (ii) your interest in CLE, the area you might wish to develop & how you propose to do so. All information on CLE can be found on the website [www.cle.world](http://www.cle.world).

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| **CANDIDATE’S STATEMENT** |