Volunteer Membership Secretary

We are seeking a dedicated and organised **Membership Secretary** to join the BCS SIGiST (Specialist Interest Group in Software Testing) committee. This voluntary role is key to welcoming new members, encouraging engagement, and supporting the growth of our professional testing community.

**Key Responsibilities**

* **Membership Requirement:** Must be a professional member of BCS (MBCS or FBCS).
* Welcome new members and provide them with introductory information, including details of forthcoming SIGiST events and other relevant resources.
* Encourage individuals who have enquired about membership to join BCS.
* Coordinate recruitment of IT professionals at SIGiST events and through other methods, using member data provided on the group committee secure area.
* Record attendance numbers at events and send these to the BCS Community Team via **groups@bcs.uk**.
* Maintain accurate records and ensure all activities comply with the **BCS Member Group Data Policy**.

**Skills & Experience**

* Strong interpersonal and communication skills.
* Organised, detail-oriented, and able to work to deadlines.
* Comfortable engaging with individuals and groups to promote membership and SIGiST activities.
* Confident using digital tools and email to manage membership records and communications.
* An interest in software testing and quality assurance is desirable but not essential.

**Time Commitment**

* Attendance at monthly SIGiST committee meetings (online).
* Ongoing communication with members and potential members, plus time to manage records and event follow-up.
* Average of 2–3 hours per month, plus attendance at key SIGiST events.

**Benefits of the Role**

* Connect with a network of professionals in the software testing community.
* Develop and showcase skills in communication, administration, and community building.
* Play an active role in supporting and growing one of BCS’s most established specialist groups.