

Civic Society of St Ives are Recruiting a Treasurer and a Media Officer

The Civic Society is a registered charity (No 257286) and is run by a board of volunteer trustees, whose aim is to protect the heritage of the town for future generations.

We presently have 2 vacancies and would welcome expressions of interest.

Treasurer:

Our Treasurer is finally standing down in June 2024 after many years support to our trustee board so we are now seeking a volunteer with book keeping experience to take over the role which he says is simple, taking him approximately-3 hours a month.

Our annual turnover is small, just £2-3,000pa, the work largely consisting of managing the current account.

Monthly reconciliations are required which are sent to trustees. These are straightforwardly achieved on a basic spreadsheet which tallies expenditure and cost for the Period and Year.

Liaison with the Membership Secretary who collects and banks the subscriptions is required to achieve this.

At the end of each year, a final account balance is required for the Annual Report & Accounts, which is signed off by an independent checker.

A full handover will be arranged.

For an informal chat and further information please contact Basil at - redwell18@gmail.com

Media Officer

We are currently building up a Local Heritage List of historic sites in St Ives which should be conserved for the future and are seeking a volunteer with media expertise and an interest in local history to create a series of podcasts about them. We have substantial historical research but no experience of converting this for social media so all experienced in this field will be welcomed.

For an informal chat and further information please contact Christine at chair@stivescivic.org.uk or ring 07738 479153