

Dear Fiona,

I hope this email finds you well. I am writing to express my interest in applying for the position of Membership Secretary with the British Society for Geomorphology. Please find my CV attached for your consideration.

I have recently joined the BSG as I would like to grow my networks within the wider geomorphological community while I am expanding my skillset and practical experience in fluvial geomorphology. Alongside my previous role as a River Restoration Officer at Thames21 and my current hydromorphological work at Jacobs, I have taken on governance responsibilities which I have found rewarding and I would like to continue this for the BSG.

I would like to apply for the role of Membership Secretary because I have had experience in managing and organising personal data during my time at Thames21, and as the Secretary for the Thames21 Union. More recently, I have received compliance training at Jacobs, which has helped me to understand the legal duties around personal data handling, as well as practical ways to implement this.

During my time as Secretary for the Thames21 Union, I was responsible for managing meeting agendas, recording and circulating accurate minutes, and maintaining the Union's membership database. This role required a high level of organisation, and I particularly enjoyed ensuring that records were kept up to date to analyse membership numbers.

At Thames21, I ran volunteering events which involved handling personal information about volunteers and their contact details. This required careful and compliant data handling, particularly given the safeguarding aspects of volunteer-led work. I have completed GDPR compliance training at Thames21 and have also received personal information conformity training through Jacobs. As a result, I am confident in my understanding of data protection responsibilities and best practice when managing membership records and responding to data-related queries.

I am keen to contribute these skills to the role of Membership Secretary, particularly in maintaining the Society's membership database, analysing membership trends, and acting as a point of contact for Trustees and members on matters relating to personal data and compliance. I would also welcome the opportunity to contribute more broadly as a member of the Executive Committee.

I'm looking forward to hearing back from you.

Best wishes,

Jo