



# LONDON NATURAL HISTORY SOCIETY

APPLICATIONS ARE INVITED FOR  
**PUBLICATIONS SALES SECRETARY**  
( & ASSISTANT MEMBERSHIP SECRETARY )



LONDON NATURAL  
HISTORY SOCIETY

## **LONDON NATURAL HISTORY SOCIETY (LNHS)**

**is a Registered Charity.**

**We are seeking applications for the position of  
PUBLICATIONS SALES SECRETARY  
and also possibly ASSISTANT MEMBERSHIP SECRETARY  
to take over from our current Secretary who has held the first  
role since February 1998 and latterly the combined roles.**

### **NOTES:**

**These are VOLUNTARY POSITIONS  
as are all other positions in the LNHS.**

**We consider that the successful applicant(s) should have  
basic accounting skills and also an awareness of  
current postal rates and regulations.  
Non-members would be expected to have some interest in the  
natural history of the London Area.**

**Easy access to Hampstead Heath (where the Society has  
storage facilities) would be an advantage.**

**The deadline for receipt of applications  
is 1st June 2024.**

**For further information, please see the following pages.**

## **PUBLICATIONS SALES SECRETARY**

A CONTINUOUS POSITION IN THE LNHS

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### **Job description**

I send free copies of our journals (see page 3) to the Agency for Legal Deposit Libraries and the British Library (a legal obligation).

To non-members on the Standing Order list I send a copy of the relevant journal with an invoice.

I also fill orders for back issues of journals when received.

Basic accounting is necessary, with an annual statement of accounts to be submitted to the Treasurer.

A responsibility devolved to me in the last few years has been to send a copy of the latest Newsletter and the current Programme to new members when they join. Currently, by agreement with members overseas, I send them at the end of the year the four issues of the Newsletter in one packet; this saves significantly on postage. (These tasks could be carried out by a person other than the Publications Sales Secretary: the Assistant Membership Secretary.)

New publications are sent to me direct from the printers, so some short-term storage space is necessary. Older publications are transferred to storage facilities on Hampstead Heath.

### **Time commitments**

- Sending journals is basically a two-day task twice a year.
- Sending Newsletters and Programmes is much more frequent: 10-12 times a month and does not need access to Hampstead Heath. It does however involve more trips to a post box.

**To apply for either or both of these positions, please email the LNHS Publications Sales Secretary, Catherine Schmitt:**

**catherineschmitt20@gmail.com**

**by 1st June 2024 at the latest.**

## ABOUT THE LONDON NATURAL HISTORY SOCIETY

FOUNDED 1858

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The London Natural History Society (or LNHS as it is commonly known) is a local natural history society within the UK concerned with recording the wildlife of London within a circular area of 20-miles radius from St. Paul's Cathedral. The Society's aims are to foster the appreciation and study of London's wildlife and natural environment, and to assist in the conservation of wildlife in the London area by helping to record London's wildlife.

The LNHS consists of a number of active sections. This results in a highly varied programme of talks, organised nature walks and other activities. The variety and number of events for members make the LNHS one of the most active nature societies in the world which is run entirely by volunteers. Whether it is purely for recreation, or to develop field skills for a career in conservation, the LNHS offers a wide range of indoor and outdoor activities. Beginners are welcome at every event and gain access to the knowledge of some very skilled naturalists.

On top of its varied public engagement, the LNHS also has a raft of publications free to members. The London Naturalist is its annual journal, with scientific papers as well as lighter material such as book reviews. The annual London Bird Report is an important compilation of bird records during a year. Furthermore, there is a quarterly newsletter, which carries many field trip reports and useful announcements, and a six-monthly illustrated Programme of events and information.

The LNHS maintains its annual membership at a modest level, representing fantastic value for money.

### FIND OUT MORE

Website: [www.lnhs.org.uk](http://www.lnhs.org.uk)

Instagram: @londonbirdclub

Twitter: @LNHSoc and @LondonBirdClub

Facebook: London Natural History Society

Email: [secretary@lnhs.org.uk](mailto:secretary@lnhs.org.uk)

Registered Charity No. 206228



**LONDON NATURAL  
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## LONDON NATURAL HISTORY SOCIETY

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### HONORARY VICE-PRESIDENTS

A. J. Barratt, D. Bevan, FLS, R. M. Burton, MA, FLS,  
J. A. Edgington, PhD, FLS, J. F. Hewlett, PhD

### OFFICERS FOR 2024

#### PRESIDENT

Vacant

#### VICE-PRESIDENTS

Helen Baker, MBOU, Mark Burgess, Colin W. Plant, BSc, FRES,  
Pat J. Sellar, BSc (Eng), FRGS, MBOU, R. John Swindells,  
Edward Tuddenham, MD, Michael Wilsdon, MBOU

#### SECRETARY

Annie Wilson

[secretary@lnhs.org.uk](mailto:secretary@lnhs.org.uk)

#### TREASURER

Michael West (retiring)

[treasurer@lnhs.org.uk](mailto:treasurer@lnhs.org.uk)

#### ASSISTANT TREASURER

Robin Blades

### SECTIONS

BOOKHAM COMMONS SURVEY

BOTANY

ECOLOGY & ENTOMOLOGY

HAMPSTEAD HEATH SURVEY

LONDON BIRD CLUB