

A UK-based independent worldwide fellowship for comprehensive studies on China in the social sciences and humanities  
总部在英国的鼓励在社科和人文领域对中国进行以语言为基础的综合研究的独立的全球性院士制机构  
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## Call for Volunteer Secretary of Global China Academy Board of Trustees

[Global China Academy](#) (GCA) seeks a Secretary for the [Board of Trustees](#) to support its mission by handling administrative tasks and participating in community events.

GCA is a UK-based [worldwide fellowship](#) promoting in-depth research on China in social sciences and humanities, aiming to enhance global knowledge and encourage involvement in world society and governance. Through academic dissemination, knowledge transfer, and public engagement, GCA advances understanding between China and the world. Its publishing arm, [Global Century Press](#) (GCP), is dedicated to publishing uncensored studies on China. GCA also hosts the [Global China Dialogue](#) (GCD) conferences to facilitate international communication. GCA is registered as a Charitable Incorporated Organisation (CIO, Charity No. 1198983), and was formerly known as CCPN Global and Global China Institute (Charity No. 1154640).

### Key responsibilities

- Participating in two Trustee meetings per year. These will take place in the summer and winter, either in person or online. You will work with our team to prepare the agenda and take minutes during the meetings.
- Offering informed opinions and views on organisational matters; contributing to discussions on the operation, future and sustainability of GCA.
- Event participation: representing GCA at events and engaging in social activities to promote community within the organisation.

### Qualifications

- Basic experience in administrative roles, along with communication and organisational skills.
- An open worldview and broad cultural interests, as well as an independent mindset.
- Proactive and willing to help, with a mind for details.
- Willingness to represent GCA at key events during the year.

### Compensation

- GCA would reimburse you for expenses, such as travel costs, incurred as part of your work as Secretary.
- As Secretary, you will be entitled to the benefits of GCA Fellowship, such as free accommodation at the GCA Centre in northwest London. See the full list of Fellowship benefits on the GCA website: <https://globalchinaacademy.org/fellowship-benefits-obligations>

### How to apply

- Complete the online form at <https://globalchinaacademy.org/volunteers> with your CV.
- We value diversity and welcome applicants from all backgrounds.