



## The Friends of Tewkesbury Abbey - Friends In Need

For many years, the Friends have benefited from excellent administrative support provided by Karen Vincent, but the time has come to try to spread the load and to come up with a support system that doesn't rely on one person doing so much.

A recent review of the Friends' administrative arrangements came up with a proposal that would both deliver the necessary support to keep the charity running efficiently, whilst also providing opportunities for more Friends, as willing volunteers, to become directly involved. A period of handover will be provided for all of the tasks listed.

If you think that you, as an individual or as part of a small team, can offer the time and skills needed to support the Friends in any of the categories listed below, we would love to hear from you.

Secretarial support, including AGM	Taking minutes at Council meetings, collating and sending out (by email) documents ahead of Council meetings, preparing Council meeting agendas (jointly with the Chair). Similar activities for the AGM. A working knowledge of Word, or similar, and email is essential.
Publication of Reports etc	Preparation and Publication of Reports and Newsletters. A working knowledge of Word, Publisher or similar software would be an advantage.
Publicity, Recruitment and Promotion	Publicity, promoting the Friends and their activities, and recruiting new Friends. Working with the Events Committee to deliver ticketing, programme preparation and publicity for Events.
Christmas Cards	Arranging a suitable picture (possibly via a Friends' competition), printing, liaising with Abbey shop, handling postal requests etc.
Technical Support	Website Hosting and Maintenance. This includes ensuring that the underlying software and servers behind the website and member database are maintained, that regular backups are performed and that the resources remain adequate for requirements. This set of tasks requires a specific set of knowledge and skills: further information is available on request.
Website Content	Maintaining and updating the content of the Friends' website. If you are interested in this but feel you don't have the relevant knowledge and skills, training can be provided.

If you are able to help with any of these tasks please contact

**[admin@friendsoftewkesburyabbey.org.uk](mailto:admin@friendsoftewkesburyabbey.org.uk)**

Thank you

*Mr Gareth Hill, on behalf of the Administration Working Group*