



Dear Members,

**We need your help just once every two months to assist in preparations for our meetings.**

**Is there anyone who would be prepared to take on one of the following tasks?**

**1. Catering co-ordinator.** We have a team of wonderful and ever-obliging cooks who provide our suppers, but we need someone to be a team leader, someone who will contact them and check on who can bring something. Also we keep at the library what has become known as the Red Bag (for obvious reasons). In it are supplies of tea, coffee, sugar etc. Our co-ordinator would need to be willing to keep the Red Bag stocked, to buy milk on the day and to bring tea towels for the clean up afterwards.

**2. Set-up co-ordinators.** Since moving our meetings to the library setting up the has become a little more onerous than it was at Clarendon Terrace and it would be a great help to have some-one, or preferably two people, detailed to get the room ready. This takes place from about 5.30 on the night of the meeting and entails moving the tables out of the Meeting Room, some will be used on the landing for tea things, others will be stored in the Local History Room. Then chairs have to be set out, many will already be in the room, others are kept in a big cupboard on the landing. Lounge furniture on the landing has to be moved to the other side. You will not be on your own, committee members will also be there setting up the tea table and name tags and fine tuning the microphone. Lastly at the end of the meeting everything has to be put back as it was.

**If you can help please email us on [info@emhs.org.au](mailto:info@emhs.org.au)**

**or ring Jill on 9419 0437**

**or ring Sylvia on 9417 2037**

Sincerely

EMHS committee