



**FOCAL**

**Friends of the Community of  
Adderbury Library**

# SECRETARY REQUIRED

FOCAL is a small VOLUNTARY group who support the Library and raise funds to pay for 50% of the opening hours.

We meet monthly and now require a secretary to:

- Work closely with the Chairperson
- Take monthly meeting minutes
- Prepare and circulate agenda's
- Carry out preparatory work for the AGM

Ability to prepare "Word" documents and send emails essential.

The role will require about 5 hrs work per month.

In normal circumstances the group meets once a month on a Saturday morning.

The opportunity exists to become fully involved with the fund raising activities exist if you are interested but is not essential

To have a "chat " about this role and the working of FOCAL please

**contact LIZ WINGROVE our Chairperson:.**

**Email: [lizwingroves5@googlemail.com](mailto:lizwingroves5@googlemail.com)**

**Call: 07901 776088**