



Aged Nuts, Bolts & Shavings #9

14 November 2017

NewsFlash: Come, See & Enjoy

Brightside Road opening hours until Christmas:
Tuesdays and Thursdays, 9.30am to 12.30pm.

Urgent Attention of Members:

As we are now in full operation in our new premises (see above), it is important that we take every precaution we can and exercise our 'Duty of Care'. Bearing that in mind, and in case of emergency, it is important that your fellow Sheddies are able to reach your designated emergency contact in the shortest possible timeframe.

We are aware that some of the details we have on file may be inaccurate – and we would achieve little by calling the number provided, only to find that it is the phone in your pocket responding.

Accordingly, please take a moment to advise by return in an email to hibiscussecc@gmail.com the following, for recording on the reverse of your on-site name badge, which you are required to wear at all times on the premises.

Emergency Contact:	
First Name.....	Surname
Landline	Mobile
Relationship	

Retirement:

After almost three years of dedicated and valuable service as Secretary to the Hibiscus Men's Shed, Secretary Wayne has advised that, owing to other pending personal commitments, he needs to relinquish this role asap.

The role of Secretary entails preparing and despatching agendas (which are drafted by the Chairman); taking, recording and circulating the minutes of Trust meetings; dispatching newsletters and other communications; maintaining appropriate records & filings and other secretarial duties as required.

A laptop computer with all current, up-to-date material, along with the Secretary's e-mail address, are provided. This is not necessarily a position that must be held by a Trustee, which is optional.

This is an important role in the success of our Shed and requires some commitment to the reality of our collective endeavour, but the hours required for the fulfilment of the role of Secretary are not onerous.

Please contact the Chairman to discuss this opportunity to contribute to the success of our project.

Ideas and Suggestions:

If you have a bright idea for a way that would improve what we do or how we do it, particularly if your idea will improve safety, we would like you to share this with us. Ideas for improving the fine comradeship we all enjoy are also valuable and will be equally welcome.

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