

Keeping in touch

Berkshire FHS <noreply@berksfhs.org>

Wed, Mar 24 2021 16:59:55

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Dear Paul

All charities rely on volunteers to deliver key functions to ensure funds are focused on delivering services.

We have a number of vacancies which need to be filled due to constitutional requirements and potentially developing new services. If you can help please follow up via the links provided.

Thank you

*Nick Prince
Chairman*

Please could you spare a few hours a week?



Honorary Treasurer

Our current Honorary Treasurer has to stand down at the AGM in June, having completed his maximum term of office as allowed under our constitution. We are therefore looking for a replacement.

The Treasurer is a vital role in the society and we cannot operate without one. The job is not onerous, requiring only a couple of hours a week on average. If you are willing and have the relevant experience, or have a family member who might be persuaded to help, we would love to hear from you. Knowledge of Excel/Google Sheets is necessary. The Treasurer is also a member of the Executive Committee.

Full handover and ongoing support will be given and it is not essential that you live in Berkshire.

Please contact Vanessa Chappell at secretary@berksfhs.org.uk



IT Support

Our long-serving IT Manager is stepping down so we need someone to provide IT Support to The Centre and Branches.

This is not a hugely technical role. If you have experience of running an advanced home network then that's all we need. The time commitment is small, amounting to a couple of hours a week, on average.

The Centre environment is half a dozen networked Windows PC's, a couple of printers, projectors, a simple office security system and a NAS. The branches have windows laptops and projectors that need occasional attention (at Reading). The society uses G Suite for email and Office-type documents, which is managed in collaboration with the webmaster.

Full handover and ongoing support will be given but we need someone to take the lead. For practical reasons you need to be located within an easy commute to and from the office in Reading Central Library.

Please contact itmanager@berksfhs.org.uk



Video Editor(s)

We're looking for one or more volunteers to support a new service we want to offer to members.

Our Zoom talks and meetings have been very popular and we've been asked for recordings for people who could not make the meeting or live in a far away time zone (did you know we're big in Australia?) We may even be able to offer some of our more popular talks for users to purchase and download if the demand exists.

The Video Editor(s) will be responsible for editing the raw output from meetings to remove bloopers and prepare the video for publication on our website. If you have any experience with home video editing then you're just who we're looking for.

Video Editing is a little more time consuming than the other roles - maybe 3-4 hours per week - so we'd be delighted to have a couple of volunteers to share the load.

The work can be done from the comfort of your own home, wherever you are, if you have a good broadband connection. If you have the experience but not the software, we will supply it.

Please contact webmaster@berksfhs.org.uk



And finally, we are looking for Trustees. As well as our Treasurer, two of our other trustees will be standing down in June having completed the maximum term allowed in the constitution.

The duties of a Trustee are not onerous but the position is vital as the committee sets the direction of the society and acts as the governing body. The Trustees meet every two months for approximately three hours via Zoom. There is a little prep work for each meeting, which mainly consists of reading papers that will be presented so you are ready to participate in any discussion, and to vote on the proposals.

You do not need to be located in Berkshire because all meetings are conducted via Zoom, although for practical reasons you need to be resident in the UK.

If you are interested in becoming a Trustee please email
secretary@berksfhs.org.uk



Berkshire Family History Society
for family history research - in Berkshire and beyond

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