



FoBHC

Maintaining the Tradition of Good Causes

Volunteering is an integral part of British life and helps keep alive causes, organisations and legacies of the past. The Friends of Botesdale Health Centre is a charity that financially supports the work of a medical practice which serves some 9000 residents in the cluster of villages in this part of East Anglia.

A Secretary will be required from the start of 2023 following the retirement at the end of this year of Carole Fitt whose work has been illustrious and much appreciated. Her successor's main role is to ensure the continued smooth running of a charity with a chairperson, treasurer and committee.

The role involves clerical duties supported by basic computer and word-processing skills. There are five one-hour-long meetings each year and an AGM usually attended by about 50 local residents. Liaison is needed with the Centre where the Friends' box requires regular checking and notices are displayed

Collecting subscriptions of members and donations from supporters and through funeral directors is needed as well as involvement in fund-raising. These may be one-off events or working with HM Revenue and its Gift Aid scheme. Activities follow established patterns throughout the year.

Commitment in terms of time - with a day's work measured as eight hours - is approximately two days in each of the months of January and February; one-day in each of the other ten months. The committee appreciates you considering this opportunity; the chairman or secretary welcomes enquiries on 01379-890270 / 07510-127014 or 07952587879.