Expected requirements of *all* committee members are:

* Attending monthly meetings where budget and organisational activities are discussed
* Participating in a rotating roster during museum open hours (Wednesday 10am-3pm & Sunday 1.30-4pm)
* Representing the committee at key community events to network and raise awareness

The roles of secretary and president are more senior and have specific work tasks as follows:

Secretary

* Administration and circulation of committee meeting agenda and minutes
* Answering incoming correspondence via NHPEM email address
* Collecting mail from the NHPEM post box, Emerald
* Liaising with committee treasurer on ingoing/outgoing expenditure
* Addressing urgent issues as they arise
* Circulating invitations to NHPEM events and seasonal newsletter
* Submitting grant applications
* Instructing volunteers during volunteer work hours (usually Wednesday and Thursday 10am-3pm)
* Liaising with relevant Council Officers and Councillors where necessary

President

* Chairing monthly committee meetings
* Attending regular Park Advisory Group (PAG) meetings with Council Officer
* Generating a President’s report for committee minutes
* Addressing urgent issues as they arise
* Launching official NHPEM events
* Submitting grant applications
* Signing off on any official committee documents
* Liaising with relevant Council Officers and Councillors where necessary