

**November 2018**

**To All Parents, Grandparents, Caregivers and Coaches**

**Your local Gymnastics Club Committee needs more people to keep the club up and running.**

Many of our current committee already have been long serving members juggling jobs and families and some no longer have any of their own children at the club. They have continued in these roles out of passion for seeing the club succeed and for Cambridge children to continue to have the opportunity to try gymnastics locally. Two key members will be stepping down at the end of the year and to enable us to futureproof Cambridge Gymnastics and to continue the success that the club has experienced we are looking for new faces NOW to join our committee.

We are looking for:

**Admin Job role: PAID. A level of commitment to the club and coaches is both expected and required in this role. It is a paid role, 5 hours per week, but the expectation of more some weeks and less other weeks should be expected.**

Full management of emails. Replying to all and forwarding to relevant coaches/committee members as they come in.

Facebook management.

All aspects of Friendly Manager from enrolments, setting classes and communicating with Treasurer regarding fees – training is provided in Friendly Manager, you just need to have some computer skills.

Attend monthly committee meetings.

Liase with Head coach regularly.

**Health & Safety Coordinator:** any experience big or small in this area will be hugely appreciated by the club. Attend monthly committee meetings.

**Secretary:** take minutes at meeting, type up and circulate to committee members. Attend monthly committee meetings.

**Uniform Co-Ordinator:** receive emails for club uniforms, order and deliver uniforms once made/paid.

It would be such a shame to see the club go backwards after all the hard work everyone has put in over the past few years and even sadder for the children who currently attend. Therefore, we seriously urge you to please consider putting forward either yourself or someone you know who may be interested. You can also add this to your CV as employers look very favourably at services to the community.

If you think you can help or are interested please private message us through Facebook or email us at [cambridgegymnasticsnz@gmail.com](mailto:cambridgegymnasticsnz@gmail.com). . If you have any further questions, please ask/email and one of our current committee members will contact you to discuss.