



Marlow Museum AGM June 13th 2019

Nominations are requested for the following positions on the Executive Committee

(Other than the first four, some roles can be done without being on the Committee)

- CHAIRMAN** - to ensure the requirements of the charity and its constitution are followed.
- to coordinate and steer the work of the committee.
- VICE CHAIRMAN** – to deputise for, assist and support the Chairman.
- SECRETARY** – to record meetings and handle correspondence as required.
- TREASURER** - to oversee the day to day finances of the charity
- to produce regular financial statements for the committee and the AGM
- MEMBERSHIP SECRETARY** - to maintain secure records of Members, Friends, Volunteers & Trustees.
- FUNDRAISER/S** - to seek and obtain funds for the Museum from a wide range of sources, including grants, donations, sales and sponsorship.
- VOLUNTEER COORDINATOR/S** - to maintain the online rota of volunteers to staff the museum.
- to keep in touch with and support the team of volunteers.
- RESEARCHER/S** - to research information and write the text for exhibition panels
- to obtain high resolution digital images to illustrate the text.
- to seek relevant items & artefacts for display.
- FRIENDS' ORGANISER/S** – to instigate and oversee fund raising events
- to promote ideas to attract new visitors and supporters
- to generate funds and raise awareness.

The 'Marlow Museum' Centre Project is a Registered Charity. Being a totally voluntary body, the Executive Committee has to meet all its running costs including rent, power, security, insurances and has to seek support to fund exhibitions and events. We receive thousands of visitors from far and wide who invariably make positive and supportive comments, so why not join us? Proposers should be members of MMCP.

Position for which nominated:	Name:	Signature:
Proposer:	Name:	Signature:
Seconder:	Name:	Signature:

Also wanted: STEWARDS - volunteers to staff the museum and meet visitors.