

# **SCBA Secretary Needed**



**The SCBA cannot continue to function properly without a Secretary.**

**The SCBA secretary main duties are:**

- **Attend Committee meetings, prepare & distribute Minutes (we only have 6 meetings + an AGM a year, all at Needham Market Community Centre)**
- **Keep up to date our member club contact list**

**The SCBA has a small desktop photocopier for use by the Secretary. We need to recruit a Secretary ASAP.**

- **Are you interested in the Secretary position?**
- **Please ask your club members if any of them are interested.**

**If you would like more information on the Secretary position or would like to put yourself forward to assist the SCBA, please contact either John Varden (01394 278105) or Keith Jolly (01440 761132).**

**HELP NEEDED**

**WE NEED  
YOU**