Join our team!

The Society is always looking for volunteers to assist in its smooth running and efficiency. *YOU* may be able to help. Have a look at the tasks listed below. Choose your days/hours and return the completed form to us as soon as you can. The hours worked are entirely up to each member, and may be particularly suited to retired persons or students. Where it is possible for members living outside Aberdeen to help, these positions have been marked * If you already help the Society, please return the form to us so that we can update our records. All of the positions listed are voluntary and unpaid. Job descriptions are given overleaf.

***Please* don't ignore this request. Your Society needs you.**
Full training will be given for non-trade positions listed.

	Position	Days *(tick boxes)*						Hours *(or "As required")*	
		M	Tu	W	Th	F	Sa	AM	PM
1.	Accountant								
2.	Artist, Graphic*								
3.	Bookbinder*								
4.	Book-keeper								
5.	Cash handler								
6.	Cleaner								
7.	Clerical, General								
8.	Computer systems support*								
9.	Desk-Top Publisher*								
10.	Electrician								
11.	Graveyard Recorder*								
12.	Indexer*								
13.	Joiner								
14.	Journal production*								
15.	Librarian								
16.	Membership Recorder								
17.	Painter								
18.	Photocopier								
19.	Plumber								
20.	Printer, Fiche & Film								
21.	Proof Reader, Journal*								
22.	Publications Dispatcher								
23.	Researcher, Out-of-area*								
24.	Shop helper								
25.	Speaker*								
26.	Stall minder*								
27.	Technician, Machine								
28.	Window cleaner								
29.	Window dresser								
30.	Word processor/typist								

Name M… …….. *Membership No.* ……...

Address …… ……..……..

Post/ZIP Code……. *Tel. No*……..…. *E-mail* …….

Signature …… Date …….

ID	Positions	Roles
1	Accountant	Financial (Sage) & assisting Treasurer
2	Artist, Graphic	Journal graphics, MI booklet artwork
3	Bookbinder	Library book preservation
4	Book-keeper	Financial (Sage) & assisting Treasurer
5	Cash Handler	Office cash, Shop income & Stall sales
6	Cleaner	Office cleaning, weekly
7	Clerical, General	Writing, labelling, transcribing, etc., in office
8	Computer Systems Support	Support of website and in-house network
9	Desk-Top Publisher	Design of publications & Journal
10	Electrician	Electrical repairs & power points in office
11	Graveyard Recorder	Transcribing headstones, incl. photography
12	Indexer	Transcribing census films, etc. & checking drafts
13	Joiner	Shelf installation, etc., & odd-jobs in office
14	Journal production	Editing, layout & typing of quarterly Journal
15	Librarian	Organising & cataloguing of library book stock
16	Membership Recorder	Updating of membership database
17	Painter	Decoration of walls, doors, etc. & office exterior
18	Photocopier	Copying of charts, etc. in office
19	Plumber	Repair of leaks, central heating in office
20	Printer, Fiche & Film	Printing fiche & film copies for members
21	Proof Reader, Journal	Checking final Journal texts for printing
22	Publications Dispatcher	Mailing of books, fiche and CDs
23	Researcher, Out-of-area	Research in GRO & other records outwith Abdn.
24	Shop Helper	Assisting members & book sales at Centre
25	Speaker	Addressing outside groups on behalf of Society
26	Stall Minder	Manning stalls at FHS fairs & exhibitions
27	Technician, Machine	Repairing office machines
28	Window Cleaner	Cleaning of office windows
29	Window Dresser	Arranging window displays
30	Word Processor/typist	Correspondence, transcriptions, etc. at office