

**WOLVERHAMPTON RHEUMATOLOGY SUPPORT GROUP
COMMITTEE NOMINATION FORM**

This form is to nominate a

Coffee Morning / Information Session Officer

I would like to Nominate;-

Self.....

Other.....

Signature.....

Date.....

Please return this nomination form to;

Jan Simpson
3 Silverton Way
Wednesfield
Wolverhampton
WV11 3JX

Please Note; All Nominations need to be
Received No later than 08 November 2016.

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Brief description of post;

Secure coffee morning dates with Linden House

Discuss ideas of speakers / events with committee.

Contact speakers to book their services

Liaise about equipment required for presentation.

Send venue details; address and times.

Email Linden House with requirements equipment, tables, tea /coffee numbers.

Plan and book Christmas gift stalls.

Plan and book Christmas meal entertainment

Attend Committee meetings.

Present committee members will liaise and support any new committee officer.

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