

Message from the Office Team

Hi all,

I'd like to introduce Jane and myself. Jane and I have been settling into the office and learning how it all works, where things live (or don't) whose face belongs to whose name, how quickly we can stop the alarm after we accidentally set it off (me!) and most importantly: where the coffee is kept. I am sure we have a lot more to learn, but with your support and knowledge, I am confident we will soon have it in the bag.

If there is anything that either Jane or I need to be on top of urgently we would appreciate a call, email or heads up, or if there are any suggestions for changes within the office that will better serve the club, we will be happy to consider. We understand there will be a lot we don't know or that we will be doing differently and this is where we will need your support, guidance and understanding. The office hours are **9am-2pm** Monday-Wednesday and **9am-4pm** Thursday/Friday.

I also wanted to thank both Jacqui and Trish very much for their support, and I am sure ongoing support of the office. Both Jacqui and Trish have a busy time coming up and we wish them all the very best. Jane and I are looking forward to meeting you all and supporting the club.

Thanks,

Michelle

Office Coordinator

