

Dear Members

Our new premises at Level 6, 85 Queen Street is now open:

We encourage you to visit, participate in events and use our facilities to research your family history. The space is more compact than we had at Collins Street but it is efficiently laid out and has a pleasant ambience. Our volunteers are on hand to assist you to find the resources to help your research.

Saturday Operations - Important announcement:

The building is closed at the weekends so we have made special arrangements to enable you to access our Centre. Volunteers will be at the ground floor doors between 9.55 and 10.05 and again between 10.15 and 10.25 to facilitate your access to the building and the lifts. If you wish to gain access outside of these times please call the office (9662 4455) on your arrival and a volunteer will come down to admit you. These arrangements may be modified over time so please check our website before coming to the Centre.

Volunteer assistance:

We have an urgent need for volunteers prepared to assist in two important areas:

We are looking for volunteers prepared to understudy Linda Farrow our Office Administrator. You will be shown how to use our office systems to undertake duties such as signing on new members and renewing existing memberships, handling payments, answering telephone enquiries and other administrative tasks. We will provide on-going training and assistance whilst on the job.

We also are seeking help to manage our website by assisting Meg Bate, our Web Content Editor. The volunteer(s) would assist Meg to search for information to add to our site and to work with her to ensure consistency of presentation. This position would be of interest to people who have an interest in writing and editing.

If you would like to know more about these positions please email me at president@gsv.org.au or call me on 9662 4455.

Best regards

David Down