

**PART 1. COMMUNICATIONS SURVEY**

Rising postage costs affect the Society’s budget significantly, and we should like to use email and our website more. We should also like to ensure our membership email records are up-to-date. We do not share emails with any other organisation, and agreeing to receive documents by email will *not* result in members being deluged with promotional emails.

We want to communicate in the most cost-effective way with all our members, so we are asking for your views about how we keep in touch.

**Please do take part, and return your survey *before* 31 January**

**DO YOU USE EMAIL?**

|  |  |
| --- | --- |
| **Yes**  | Please confirm the email address(es) you would like us to use. If a joint membership, include emails for each individual if you wish.…………………………………………………………………………………………..…. |
| **No** | So that we know who can only receive items by post, please give your name(s). ……………………………………………………………………………………………Please answer only Question 1. In the NEWSLETTER section below. |

**NEWSLETTER:** Currently published three times a year - Dec/Jan, April, Aug/Sept.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Any comments / suggestions for improvement? |  |  |  |  |
|  | Would you be happy to receive the newsletter by email instead of by post? | Yes |  | No |  |
|  | Would you also like / prefer to opt *in* to receive both emails and printed newsletters? | Yes |  | No |  |

**E-BULLETINS:** Currently monthly, e-bulletins contain practical updates on society activities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Do they work successfully? (eg. reminders of events, and providing Zoom links)  | Yes |  | No |  |
|  | Any comments / suggestions for improvement? |

**AGM DOCUMENTS:** Currently sent with the April newsletter. From 2024 we shall be publishing AGM papers on our website, and posting papers only to those members who do not use email.

|  |
| --- |
| Any comments? |

**PART 2. GROWING AND MAINTAINING THE SOCIETY**

The Society is growing, and we really want to involve more people in running our organisation. We need to expand the team to maintain our success and grow our local history society.

Would you be willing to give a bit of time to help the society?

If your answer is ‘Yes’, or even ‘Maybe’, please show below the sorts of areas you could help with, and if it’s not listed below, feel free to add any other topics.

A number of people give a just few hours here and there, and it really makes a difference. We help people to settle comfortably into their role, and arrangements can be flexible. Any time given really helps. We’d like to develop a picture of where members might be willing and able to help, but it absolutely don’t commit you to anything.

What are your areas of your experience or skills? Do add any other topics you could help with.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Administration (of any description) | Yes | \ |
|  | Organising events (e.g. outings, presence at fairs etc ) | Yes |  |
|  | Helping at events (in any capacity) | Yes | \ |
|  | Hospitality (e.g. social events) | Yes |  |
|  | Research (in any capacity) | Yes | \ |
|  | Proofreading | Yes |  |
|  | Writing / editing | Yes |  |
|  | Publishing (inc. publishing production) | Yes |  |
|  | IT systems | Yes |  |
|  | Databases (of any description) | Yes |  |
|  | Websites (e.g. design, management, maintenance) | Yes |  |
|  | Website content (e.g. writing, editing, posting) | Yes |  |
|  | Promotions / Publicity / Sales | Yes |  |
|  | Social media | Yes |  |
|  | Other: | Yes |  |
|  | Other:  | Yes |  |
|  | Other:  | Yes |  |

Your name: …………………………………………………………………………………………….….

Contact: email ……………...…………………….……………..… tel …………………………..……

***Before* 31 January,** p**lease return your survey**:

survey@richmondhistory.org.uk or

RLHS Survey, 9 Bridge Road, St Margarets, Twickenham TW1 1RE