**Roles for Monthly Meetings**

Thank you for volunteering to help out at this month's meeting. We can't run the meetings without your help, but hopefully all roles are easy for anyone to do. Please see below if you would like more information about what you need to do.

**Tea and Coffee (2 people)**

You will need to:

* Provide milk and biscuits/cake/similar – keep your receipts and give them to the treasurer at the meeting who will reimburse you.
* Make the tea and coffee after the speaker has finished (please have a look at the sign in sheet, everyone should have indicated what they want to drink when they signed in)
* Wash up after the meeting

The teabags and coffee will be brought by a member of the committee, please let them know if we are running low and need anything replacing before the next meeting.

**Flowers (1 person)**

Please bring a small flower arrangement or pot plant to decorate the front table for the meeting. If you would like to, this could also be donated as a raffle prize.

**Raffle Prizes (3 people)**

We aim to have three or four prizes for the raffle each month.

Raffle prizes can be anything at all that you think you yourself might like to win, ideas include:

* Homemade items (jams/preserves/cakes/cordials)
* Homegrown produce (fruit/vegetables/eggs etc)
* Small craft items
* Bottle of wine
* Flowers/plant
* Bathroom smellies