

Merseyside BioBank
Court Hey Park
Liverpool
L16 3NA

4th September 2008

Dear Potential Mammal Group Member,

Thank you for your interest in the roles of the Committee Members for the Merseyside Mammal Group.

Merseyside BioBank (the Local Records Centre for North Merseyside) and the World Museum Liverpool are working in partnership to establish a Merseyside Mammal Group. The main aim of the group over the next 5 years will be to produce a Mammal Atlas for North Merseyside. This atlas will tell us where all the different species of mammals can be found in Merseyside and more importantly tell us which species are declining in number. To achieve this we first need to get together a group of interested people and train ourselves up into experts in mammal recording and identification!

The Mammal Group will hold a formal committee meeting every three months to decide on the activities of the group. This will include deciding on the topics for monthly talks, activities and training sessions on mammals. The various Committee Members will have different roles. These are outlined in the Role Description sheet attached with this letter.

If after reading the committee role descriptions you are not interested in any of the posts, please still feel free to attend the meeting on the 11th October to register your interest and find out more about the group. There will be a number of other topics on the agenda on the day.

If you cannot attend the meeting on the 11th October but you wish to be added to the Mammal Group Mailing List to keep informed about the events and activities the group is running please email community@merseysidebiobank.org.uk or call 0151 737 4155 to provide your contact details.

Yours faithfully

Helen Greaves
Merseyside BioBank Community Liaison Coordinator
www.merseysidebiobank.org.uk

Merseyside Mammal Group Committee Members

Role Descriptions

Merseyside BioBank will provide full training to any committee members who are unsure about any aspects of their role

The Various Roles include:

- **Chair:** The role of the Chair will involve attending and instigating meetings and providing full introductions at larger meetings. The Chair will also need to administer other committee members to ensure continuity.
- **Secretary:** Will be required to attend all meetings in order to produce minutes of the meeting and ensure that they are circulated to other members.
- **Treasurer:** The Treasurer will be responsible for fundraising and managing the finances for the group. This will include obtaining further membership and generating various methods of funding.
- **Group Recorder:** Will be responsible for collecting and compiling all mammal records and provide feedback for the group. This is likely to be done on Excel or another computer package. Will also be responsible for forwarding records to Merseyside BioBank.
- **Training Officer:** Will be responsible for instigating and organising training sessions for the group. This will involve making contacts with people would provide the training, organising venues and arranging times and dates.
- **Publicity Officer:** Will be responsible for advertising the group and the groups events, managing the group website and producing a group newsletter. To generally promote the group and raise awareness of the any up and coming training sessions or events.
- **co-opted representatives from other local wildlife groups:** *these will be representatives from other Merseyside Groups who have an interest in mammals, e.g. the Merseyside and West Lancashire Bat Group.* Their role will be to ensure good communication between the two groups.

If you are interested in any of these roles, please complete an application form and send it to Merseyside BioBank at the freepost address provided on the form or bring it along with you to our next formal group meeting on the 11th October, 10:30am at the World Museum Liverpool.

Applications will be accepted even if you are unable to attend the meeting on October 11th.