

# **Alers Road Leisure Gardens Association Changes to the Association's Email**

Please be aware that the Association's email is changing. When email started to be used as a method of communication an Email account was set up for the Association. This was:

**[ARLGA@BELLEISA.CO.UK](mailto:ARLGA@BELLEISA.CO.UK)**

Initially this was lightly used, but as email usage has increased it has been decided to make some changes.

1. We will have separate Email Addresses for the various roles within the Association (See below for details)
2. The Email Accounts will be within the same Domain as the Association's Website

The new Email Addresses will be:

- [Chair@alersroadallotments.org](mailto:Chair@alersroadallotments.org)
- [Secretary@alersroadallotments.org](mailto:Secretary@alersroadallotments.org)
- [Treasurer@alersroadallotments.org](mailto:Treasurer@alersroadallotments.org)
- [Site@alersroadallotments.org](mailto:Site@alersroadallotments.org)

The majority of correspondence will be with the Secretary, but items specifically for the other Officers can be sent directly to them. Please see overleaf for an explanation of the 'Site' Address.

The Email address [ARLGA@BELLEISA.CO.UK](mailto:ARLGA@BELLEISA.CO.UK) will continue to be monitored for the time being, with messages being forwarded to the Secretary.

# **Please update your records to reflect these changes**

## **The Site Co-Ordinator**

For some time it has been felt that the role of Secretary has encompassed a great many tasks over and beyond the purely administrative ones that are normally associated with being the Secretary.

As such it has been decided to split the tasks between the administrative and the practical site tasks. As such the role of Site Co-ordinator has been established. This role will organise the general management of the site, including the regular maintenance tasks, repairs as required and improvements to the site as agreed by the Committee.

The 'Site' email address will be for the use of the person elected to this role. Until the position is officially filled the address will be monitored and used where needed.