



Hear Women Weekly Email

Dear All,

Hear Women would like to keep our staff and volunteers up to date with regards to its latest projects and their developments please see below for more information.

Update News 28.07.2015 Opening of Summer activities

The opening of Hear Women Summer activities on Tuesday 28th July at the Venture Centre was a great success. Our CEO Deqa Salad made a speech informing our members of our upcoming summer activities. Hear Women would like to say thank you to everyone who made our day a success.

Updates on tasks completed 27.07.2015 - 31.07. 2015

Achmat

1. Admin / Bookkeeping tasks
2. Collected weekly reports of staff members and volunteers and presented in weekly Email
3. Organised paperwork and leaflets for opening of Summer activities at Venture Centre
4. Purchased refreshments for Members attending Event at Venture Centre
5. Wrote Letter for community Engagement with RBKC
6. Updated social media

Amy

1. Regularly books new members
2. Advertise and promote activities of Hear Women
3. Created Group "What's up" for members to share information related to workshops, trips, swimming, events and etc.

Awa

1. Updated Social Media
2. Added Members on the Whatsapp group
3. Created a new event on Facebook for the trip to Southend-On-Sea

Jackie

1. Researched information on spas
2. sent email to all spas for sponsorship

Nesreen

1. Update the face book with new pictures
2. Created attendance sheet
3. Updated list of members attending opening of summer activities

Regards

Achmat Sulaiman

Admin and Communication Coordinator
Hear Women (Gargar Foundation for Development)