

Personal Statement for the election of National Membership Secretary

One nominee – Helen Graham:

I am writing to apply for the role of Membership Secretary for the Society of Recorder Players. Since joining the Cambridge branch, I have very much enjoyed being part of such a friendly and enthusiastic musical community, and I would be delighted to support the Society in a more active capacity.

My professional background has been built around administrative roles within the University of Cambridge and other organisations. Over many years I have developed strong experience in maintaining databases, handling large volumes of correspondence, supporting colleagues, and ensuring that accurate records are kept up to date. I am accustomed to working with complex systems, producing clear reports, and providing practical guidance to others, all of which I believe are directly relevant to this role.

Much of my work has involved acting as a point of contact for staff and applicants, responding to enquiries, and liaising between different departments. I am used to learning new software quickly and helping others to use it confidently. These skills would transfer well to supporting Branch Membership Secretaries, assisting them with the membership system, and ensuring that information is shared appropriately with relevant partners such as Recorder Music Mail.

The responsibilities outlined in the role description – particularly communication with branches, maintaining accurate membership information, and working collaboratively with Trustees – match my experience and strengths. I am well organised, reliable, and comfortable managing confidential data with care and accuracy. I would welcome the opportunity to contribute constructively to Trustee meetings and to help ensure that membership processes run smoothly.

On a personal level, my involvement with the Society and with local recorder groups has been a source of real enjoyment. I value the welcoming spirit of the SRP and would be very pleased to help support its continued success.

Helen Graham