

NEWSFLASH



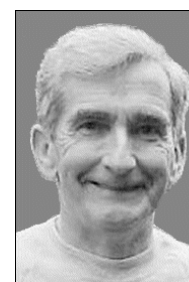
No 76 August 2006

'Family History Societies have a challenging future'

... possible external threats facing societies, and how the FFHS can help
in the view of Geoff Riggs, Federation Chairman

In the first part of this article, published in the June 2006 edition of *NewsFlash*, I said that each society must be prepared to counter any possible threats to its future that might arise or may already exist.

I went on to highlight possible Weaknesses within family history societies today, and ways in which our Federation can help remedy them by developing Strengths. That was as part of the methodology referred to as a SWOT analysis, a tool used in the first stage of strategic planning within an organisation. Such an analysis requires us to identify the organisation's Strengths and Weaknesses (internal to itself) as well as potential Opportunities and present or future Threats (relative to its external activities).



Our Federation is itself about to go through this process. The Executive Committee has set up a Strategic Planning Subcommittee, whose members are the Chairman, Vice Chairman and Treasurer of the FFHS, and the Chairman of FFHS (Publications) Ltd, with others being consulted as and when necessary. Its task is to produce a five-year Business and Financial Plan. A SWOT analysis will be part of that process in order to review the proposed future objectives of the Federation, taking into account recent major trends, and will enable a provisional five-year Business Plan to be drafted. Budgets will then need to be agreed with each Officer to cover their area of responsibility so that the projected costs of meeting those objectives can be evaluated. That will enable a proposed five-year Financial Plan to be drafted.

	POSITIVES	NEGATIVES
I N T E R N A L	STRENGTHS (this section covered in last issue)	WEAKNESSES
E X T E R N A L	OPPORTUNITIES	THREATS

The Subcommittee will ensure that conflicting needs or demands on finances are debated and prioritised by the Executive. The whole process will reflect and interact with the wishes of our member societies, as initially expressed at Wyboston last summer and as will be clarified following the special Think Tank Seminar on 25 November. The proposed five-year Business and Financial Plans will be presented to member societies for endorsement at our April 2007 AGM, and subsequent performance will be evaluated against them.

But to return to the need for strategic planning by member societies. This second part of the article identifies possible Threats facing societies from without, and what our Federation is already doing to help counter them by seizing Opportunities and by encouraging you to do the same.

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POSSIBLE THREATS AND IDENTIFYING OPPORTUNITIES

1. Archives and records

In the last few years, County Archive Offices have become sandwiched between Museums and Libraries for budgetary and administrative purposes. As a result, they appear to be losing out financially and are feeling the squeeze. This is happening nationally and at local government level, to an extent that some Archive Offices have been forced to reduce their opening hours or even the number of weekdays they are open to researchers: for example, Oxfordshire Record Office is no longer open on Tuesdays, because of staff cutbacks.

Societies need to maintain strong links with their local Archives Office and ensure that their local authorities are aware of the continuing demand for an efficient service.

Whereas there were nine Regional Archives Councils (RACs) in England, with an FFHS representative on each to voice users' needs, these have been superseded. There are now Museums, Libraries and Archives councils (MLAs) – the equivalent in Wales is CyMAL – and the FFHS is campaigning for them similarly to include users.

Easy access to research records at national level has also come under threat, and this is where the FFHS plays a vital role in safeguarding the interests of societies and their members. By lobbying both houses in Parliament, and mobilising societies' support, we've helped prevent attempts to suppress certain information on civil registration certificates as part of their modernisation.

Conversely, we've seized the opportunity of persuading the GRO to include in their future computerised indexes spouses' surnames, mothers' maiden surnames and ages at death back to the start of the indexes in July 1837.

Whilst TNA's recently announced move of its facilities at the Family Records Centre to Kew may be inevitable, we are liaising with them to ensure researchers get the best practicable facilities as a result. And we've taken the opportunity of arranging a special session at the Northampton Conference for societies to voice their concerns to the relevant Director of TNA.

Our representation on the National Council on Archives and on various User Committees and User Groups, and our regular liaison meetings with TNA and the GRO, give us the opportunity to safeguard your interests. We also receive advance notification of proposed changes to government legislation. This gives us the opportunity to scrutinise them, assess any impact they may have on research, and to seek your views and/or support as necessary, before submitting a formal response.

2. Radio and TV programmes

The first two series of *Who Do You Think You Are?* on BBC2 attracted so many viewers that the third series is going to be shown on BBC1. They should in theory have created a great opportunity for societies to

increase their memberships and capitalise on the newly aroused interest in family history.

Instead, I believe they created a threat to the future growth in memberships by making research look too easy, and by giving the impression that everything can be done using the Internet (a fallacy that needs exposing – it should be used only as a finding aid for the underlying source). There were hardly any references to the need to check the sources of information, or – more crucially – of the advantages of joining your local FHS.

Societies must try to counter that threat by publicising their existence and the advantages of becoming a member. Develop and strengthen links with your local radio station (or TV channel where possible). I know of a number of society members who have slots on local radio, enabling them to put the record straight on the BEST way to research your ancestors, and the chance to plug where possible the benefits of society membership.

The annual Archives Awareness campaigns, which the FFHS publicises, are an ideal way to work with BBC local radio stations, which get funds to hold special events as part of the campaign. Make sure your society is part of those events, by taking the initiative and contacting them where necessary – some local stations are less proactive than others.

Some stations run separate shows (such as *Look up your Genes* on Radio Wales, which has run roadshows throughout Wales). Make sure the producer or presenter who normally arranges these has your contact details and knows you're ready to help.

3. Commercial magazines and books

We now have no less than 5 different Family History magazines published each month. All are glossy, full of pictures and up-to-the-minute news and views, as well as a range of 'how-to' sections, 'in-depth' articles, and most have informative computer sections.

These are in competition with your society journal to grab the attention of researchers as a 'compulsory read'. Whilst you can't hope to compete with them, you can at least ensure your journal is as attractive and readable as possible, in appearance and in its contents. Take the opportunity offered to you by your local knowledge, and include the sort of local content that the national magazines can only do as a one-off 'spotlight on ...'.

And take advantage of the wide circulations of the national magazines by using them to advertise your Open Days and other events, and to publicise your new CDs and books by sending them copies to review.

4. Commercial CDs

Commercial organisations became aware some years ago of the demand for research data and how profitable such a market could be. There are now a host of companies selling over the Internet CDs and, more recently DVDs, of census indexes, parish register entries and other data; such as Ancestry, Archive CD

Books, British Data Archive, S&N and Stepping Stones.

Family History Societies have been the traditional suppliers of such data - originally booklets, then evolving through microfiche, floppy disk, to CDs. Some have taken advantage of the facilities of a commercial company to produce society CDs for them. But a large number of societies regard the commercial organisations' products as competing against the items they themselves are selling.

The FFHS helps societies compete in the market by providing e-commerce facilities through GEN*fair*. Some societies have been reluctant to use those facilities, thinking it will reduce their postal sales. But practice has shown that overall sales are increased by using GEN*fair* to make sales over the Internet – sales that would otherwise be made by the commercial bodies.

Joining together in collaborative projects like the FFHS's National Burial Index also allows societies collectively to produce a niche product. There's a pressing need to capitalise on this by submitting lots more data for another edition before the companies start to compete.

5. The Internet

Societies are facing even greater competition from census data being made available online by companies, such as 1837Online.com, Ancestry, British Origins, The Genealogist, Genes Reunited and the recently launched Roots U.K We must get the message across to the public that society data is quality data interpreted with local knowledge, since some companies get their data transcribed overseas and its accuracy can reflect that.

That is why the FFHS grasped the opportunity four years ago of launching FamilyHistoryOnline. This provides an infrastructure and a fast reliable communications system enabling members to make their own 'electronic' data available online. Those who did so from the outset have benefited enormously in the royalties received. The drive now must be to load parish register entries, which the companies are turning to next.

That is the only way societies can hope partially to counter threats materialising from use of the Internet.

COOPERATION WITH THE COMMERCIAL SECTOR :

AN ALTERNATIVE VIEW FROM CALDERDALE FHS

In discussions with fellow family historians from other societies, I get the distinct impression that we feel that we are, in some way, threatened by the burgeoning sector of commercial interests in genealogy. Many societies feel that companies like Ancestry.co.uk are taking away financial opportunities that would otherwise exist to help societies bolster their income, which is needed to cover operating costs.

Our society, Calderdale FHS in West Yorkshire, believes that this should not be the case – indeed, the commercial organisations that now exist present us with an unparalleled opportunity, not only to spread ideas and information to a wider audience, but to allow us the freedom to work in areas that we didn't previously have time to cover in the past.

Further, we should be talking to these 'commercials' so that we can cooperate together to minimise duplication. Examples of how Calderdale FHS is doing this are :-

1. We approached and then encouraged Calderdale MBC Libraries to be one of the first authorities to take out a Library Licence with Ancestry.co.uk with the result that every library and sub-library in the Halifax area has free access to the de-luxe edition of Ancestry's web site, which includes all UK, US and Canadian censuses, as well as the Civil BMD indexes. Of course, this has resulted in less use of our own databases of censuses, but we can now concentrate on helping members and non-members get the best out of the new facilities

available.

2. We have spoken to Ancestry.co.uk and agreed that we will talk to them before we start each new project, to ensure that they are not due to work in the same area. We must avoid spending months and years on a project, only to discover that a 'commercial' beats us to it within weeks of completion. We intend to approach all the other leading 'commercials' on the same basis.

In common with many other societies, our constitutional aim is

'That the society exists for the purposes of:-

- Encouraging interest in and assisting in the furtherance of all matters relative to the study of Genealogy and Family History research.
- Recording and preserving Genealogical material for future generations.'

This means that, if the 'commercials' are successfully making mass, general, data available, we societies can concentrate on the more personal (and, yes, difficult) aspects, such as ancient parish registers and specific local material.

So we encourage all Federation member societies to take a fresh look at their attitudes towards the 'commercials', because, with pro-active cooperation, we can all move from strength to strength.

Peter Lord, Chairman, Calderdale FHS

One of the most important duties of any delegate attending a seminar organised by the Federation is the completion of an appraisal form. It is not the organiser being 'a nuisance', we really do want and indeed need feedback from you about how the seminar has gone, what you liked or disliked about it, whether you want more of the same or whether you want or require something different. From the comments made about what topics you would like to see as future topics of seminars we are then able to prioritise what we feel would be of benefit to the majority.

One topic that comes up consistently on appraisal forms, though not in a majority, is 'Educational Seminar'. The fact that there have been over the last few years aborted attempts to organise such a seminar (one being cancelled entirely and one, originally intended as Education, having to be rearranged to cover another topic) does mean that we keep trying to fulfil this request, but repeatedly at Education committee level we have discussions about what exactly is meant by an *Educational Seminar*?

This piece is being written in an attempt to clarify the ideas of the Education Committee. We as a committee understand that our remit lies in helping member societies to fulfil their potential in running their societies. Seminars are arranged to aid treasurers, editors and other officers in their jobs so that they become as fully competent as possible. The publicity seminar due in the autumn hopefully will help member societies in publicising their society and work done by and on behalf of the society. One never knows for sure, on attending a seminar, that the answers are going to be relevant but one attends in the hope that there is some portion of the seminar that does prove relevant to our own society and that we may go ahead and use the ideas thereby becoming more confident in how we go about our work.

Educational Seminars – we all know what we mean by

education, but do we?

Education is by dictionary definition 'the act or process of acquiring knowledge'.

Is the thought and idea lying behind an educational seminar that someone should be responsible for teaching others how to teach? Sorry, the Federation is not in a position to do this. In order to be a more competent teacher an aspiring tutor/teacher should enrol on a teaching course. The idea that X's teaching notes or ideas can become the working tool for every one is to ignore the individualism and skill that any teacher brings to a subject.

As family historians you have the knowledge acquired over many years. How to teach it, however, is something that you will have to consider very carefully. What works for one teacher does not necessarily work for another and much the same comparison can be said for the students concerned. It may be necessary to completely readapt your own style in order to fit in with the students in front of you.

So what exactly do you mean by an 'Educational Seminar'? Training you how to teach is not within our remit. We can offer advice on such things as syllabus or course outlines, why have one, what use are they, are they to be followed slavishly or should you divert. Should anyone request help in organising a course this would also be done.

So that we may better understand just what you mean by an 'Education Seminar' please direct your answers to:

Dominic Johnson,
Education Officer of FFHS,
33 Redhill Lodge Drive, Red Hill,
Nottingham, NG5 8JH
or email education@ffhs.org.uk

Dominic Johnson, Education Officer

EDUCATION SEMINAR ARTICLE RESPONSE

The FFHS has received feedback regarding the summary, printed in the last *NewsFlash*, of the Editing and Publishing Day held by the Federation's Education Committee in Nottingham in June.

The report on the presentation by Ken Grubb entitled 'Editing a One-Name Periodical' attracted some comment and Ken has advised us as follows:

The one-name society of which he is the editor is, more correctly, the Grubb Family Association. He does not consider the size of the periodical to be immaterial, as reported, but strongly favours A4 for the periodical he edits. One major advantage of this size is that the centrefold provides an A3 sheet on which members' family trees can be displayed.

Ken discussed at some length an appropriate name for periodicals of the type which member societies produced and considered that:

1. The description of the periodical should reflect the aims of the society or association in question,
2. 'Journal' is a record of daily events and so that description

is not strictly applicable to a periodical appearing every three to six months. However, the English language is constantly changing so 'journal' appears to have gained a new meaning in recent times and is popular as a description,

3. 'Bulletin' is a short report or statement on daily events or a hospital patient's progress,
4. 'Newsletter' is more correctly applied to a periodical which is topical and produced frequently, i.e. it provides news,
5. 'Magazine' seems to be the most correct description since it generally comprises a collection of articles contributed by various authors,

This is an editor's dream although probably not realised in practice. Ken's experience was that he found himself making a significant contribution to each edition of *Grubbing Around*.

In the end, it probably comes down to a choice between 'journal' and 'magazine'.

Articles for *NewsFlash*

Does your society have an article which would help other societies in some way?

Please send it to the Editor at newsflash@ffhs.org.uk.

Deadline date for the October 2006 edition is 30 September 2006



PUBLICITY & PROMOTION

an FFHS SEMINAR

Saturday, 28 October 2006
10.30am - 4.30pm

Canterbury Hall, London University, 12-18 Cartwright Gardens, WC1H 9EF

Promoting your society successfully is becoming an increasingly important issue for your committees. There is the ongoing need to make contact with the general public in order to increase your membership and the attendance at your meetings, seminars and courses. And there is the need to make the local and national media aware of whom you are and what you are doing, and to keep it informed about each and every newsworthy event.

This exciting and informative seminar will look at several essential aspects of publicity and promotion and will include time for discussion and analysis of the subjects covered.



Programme

10.00 - 10.30	Registration (tea / coffee)
10.30 - 10.40	Welcome and opening of the seminar
10.40 - 12.45	Promoting and marketing your society - Lucy Fulton, Marketing and Communications Coordinator, The National Archives
12.45 - 1.45	Lunch (provided including tea / coffee)
1.45 - 3.00	Making the most of your web site - Peter Christian: author of the best-selling <i>The Genealogists Internet</i>
3.00 - 3.20	Afternoon Tea
3.20 - 4.30	Getting your message across - Forum with experts: including Simon Fowler, with the views of a major genealogy magazine editor; and contributions from others on such subjects as the use of forums, newsgroups and lists, using your Federation to best advantage, etcetera
4.30	Close of seminar

Participants are invited to bring with them examples - good, bad or indifferent - of any recent publicity and promotional material they have used.

Cost: £10 includes lunch and tea / coffee

To book your place(s) please contact the Administrator, Maggie Loughran:

PO Box 2425, Coventry, CV5 6YX

[e] admin@ffhs.org.uk [t] 024 76677798

The nearest mainline/Underground stations to Canterbury Hall are Euston and Kings Cross. Russell Square and Euston Square Underground stations are also nearby.

Federation of Family History Societies

FAMILY HISTORY ONLINE

www.familyhistoryonline.net

FamilyHistoryOnline (FHOL) continues to add data most months so by the time you read this we will most likely have more than 65 million records, of which 40 thousand could well be Images, these being mainly pictures of Monumental Inscriptions, and Churches. The records that have images available will be marked when the search results are presented.

Recently the Guardian newspaper (Money section) ran a test of the various Family History sites in which FHOL came second, and the reviewer commented;

'a low charge site that works best for people who already have a good nose for what they are looking for and want to access databases not available elsewhere.'

This is particularly pleasing as one of our aims has always been to add those unique sources that the other sites are unlikely to pursue.

In order to further this aim FHOL is presently designing a system to allow 'Online Indexing'. Volunteers will be able to view an image of, for example, a 'Strays' card, and enter the index details online on the same screen, the resultant data being automatically returned to our central system. We will then load this data in batches to FHOL. The aim of this is to encourage all FHSs to present their card indexes to be processed in a similar way.

Please examine your records and let us know if you have card/slip indexes that you would be willing to have imaged as we need to be able to assess the likely volumes.

Also would you or your members be willing to help with the Indexing Project?

Presently the whole of our server complex in the 'Bunker' is undergoing an extensive update both in terms of hardware and software. In order to maintain the maximum service availability this operation involves updating one machine at a time. This work may well continue into August and, when completed, our server complex should see us through well into 2007, or beyond, securing our continued availability, as well as the capacity necessary to add all of your data and images. However, if volumes dictate further changes, this update will allow additional servers to be added with ease.

FHOL is run by FFHS (Publications) Ltd. on behalf of your FFHS

For further details of any aspect of FHOL please contact;

Alec Coutts
Manager FHOL

admin.fhol@ffhs.org.uk

THINK TANK FOLLOW UP – 'Footsteps to the Future' November 2006

Geoff Riggs's second article on the possible future facing societies is included in this Newsflash.

In the Reports for our September General Meeting, the Society Liaison Report states that we will be presenting an executive summary of the key lessons we have learnt from the survey of members. Thank you once again for completing the survey.

As a reminder, the topics identified at the Think Tank were:

- Organisation and structure
- Image
- Products, publications, services
- Extending membership
- Communications
- Education

Progress has been made in all of these areas and at the seminar on **25 November 2006** at London University, there will be an opportunity to influence the implementation of change process. The actions we set in motion may not only have a significant impact on our FFHS but may also be considered relevant to your own societies.

Societies are invited to send representatives to learn of the progress and proposals, and feed in your views.

By the time we go to the AGM in the spring of 2007 we hope to present some positive proposals. The extent of those proposals will be influenced by the feedback from the November Seminar. Many of you were unable to take part in the June 2005 Think Tank, so please take the opportunity now to put the date in your diary.

David Smetham
Society Liaison

The National Archives and the Office of Public Sector Information (OPSI), which is currently attached to the Cabinet Office, are to merge. The merger will create a stronger centre for information management in the public sector, enabling a more responsive approach to the challenges of new technology.

The merger was announced on 20 June in a statement made jointly by Hilary Armstrong MP, Chancellor of the Duchy of Lancaster, in the Commons and Baroness Ashton of Upholland, Parliamentary Under-Secretary of State at the Department for Constitutional Affairs, in the Lords. They each said:

'I am announcing to the House that, as a result of joint work between the Department of Constitutional Affairs and the Cabinet Office, The National Archives and the Office of Public Sector Information will merge, under the joint name of The National Archives. The combined organisation will lead on information policy and support effective delivery of records and information management across government and the wider public sector. This merger will take effect in October 2006.'

Natalie Ceeney, Chief Executive of The National Archives, said: 'Bringing our two organisations together, and combining our specialist skills and services, creates a stronger organisation and presents exciting future opportunities. The National Archives can now help shape the future of information, as well as use it to illustrate the past. This is essential to help realise the true value of information, as well as to capture the records of today for tomorrow's researchers.'

Carol Tullo, Director of OPSI, said: 'Our shared vision is to combine the complementary strands of our portfolio of information responsibilities and from a position of strength deliver greater value and service to our users. The new organisation will create a centre of gravity for information management in the public sector. I relish the opportunities that lie ahead.'

'OPSI and HMSO will continue to deliver their services as part of The National Archives. The National Archives will continue to operate as a government department and as an executive agency of the Secretary of State for Constitutional Affairs.' (ends)

The National Archives www.nationalarchives.gov.uk, based at Kew, west London, is a government department; it is also an executive agency of the Secretary of State for Constitutional Affairs. Its 550 staff work in Kew or at the Family Records Centre in Islington. The National Archives leads on record management policy with government, and provides access to government records on its two sites and through digital resources available online. The National Archives also oversees information and archive management across the UK, setting standards and providing advice and support to raise the standards of information management.

The Office of Public Sector Information (OPSI), www.opsi.gov.uk, based in central London and Norwich, is at the heart of information policy - setting standards, providing a practical framework of best practice for opening up and encouraging the re-use of public sector information. It provides a wide range of services relating to finding, using, sharing and trading in information to the public, to the information industry, to government and to the wider public sector. Her Majesty's Stationery Office with its copyright, legislation and official publishing roles operates from within OPSI. OPSI is part of the Cabinet Office.

For further information please contact:

Robert Smith, Head of Press and Communications at The National Archives, on 020 8392 5277 or email robert.smith@nationalarchives.gov.uk

For queries regarding OPSI please call: Cabinet Office Press Office on 020 7276 0317.

REGISTRATION MODERNISATION

In May 2006, the Government announced that it intended to proceed with the modernisation of the local registration service at the same time as it published the responses to the consultation paper. The post-Consultation Report may be found at www.gro.gov.uk/gro/content/news/Registration_Modernisation_consultation_results.asp (total of 19 pages) or hard copies can be obtained from Lesley Unsworth, Civil Registration Modernisation Project, Room 203, General Register Office, Trafalgar Road, Southport, PR8 2HH.

As there was a clear consensus from respondents in favour of a new governance framework for delivering a local registration service, the Government stated on 25 May 2006 that it will press ahead with implementing the revised arrangements.

The General Register Office will work with local authorities and LACORS (Local Authority Coordinators of Regulatory

Services) to develop a timetable and guidance for local authorities who wish to opt into the new arrangements. The process will take note of specific comments from respondents to the consultation paper. This has already started with a draft *Good Practice Guide* being issued to local authorities for comment. Once agreed, the *Good Practice Guide* will be reviewed at least every two years.

The Government also stated in its written statement that it does not expect that the digitisation of GRO records will have any significant impact on the demands for certificates locally. Neither are there any plans to legislate in the foreseeable future to restrict or remove the local issue of certificates.

**Maggie Loughran Administrator,
Federation of Family History Societies**

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**Next edition of
NewsFlash -
October 2006**

PLEASE NOTE THE LOCATION FOR THE GENERAL MEETING IS NOW LECTURE ROOM C126

SPECIAL MEETING ON TNA'S MOVE FROM THE FRC TO KEW

The National Archives (TNA) have been made aware by the Federation of the concerns our member societies will have about TNA's intention to relocate from the FRC to Kew, by the end of 2008. This was conveyed, with the initial reactions of the FFHS to the surprise announcement, in a special meeting which the Chairman and Vice-Chairman held with James Strachan, TNA's Director of Public Services and Marketing, Chris Cooper, TNA's Head of Reader Services, and Jill Allbrooke, TNA's Centre Manager at the Family Records Centre (FRC).

As a result of this meeting, James Strachan has agreed to meet with representatives of our member societies at a special session to be held immediately after the FFHS's half-yearly General Meeting. This is taking place on Saturday 2 September at the University of Northampton, during the five-day International Conference being organised by the Bedfordshire FHS and Northamptonshire FHS in association with the FFHS (see www.ffhs.org.uk/General/Events/index.htm#2006Autumn)

The Conference organisers have kindly agreed to accommodate this session as part of their programme, and it will be held from 4.15 to 5.30 on the Saturday afternoon. Society representatives who will be attending the General Meeting are being asked to notify us of their details in advance, as part of the calling papers that are sent out for that Meeting. If, however, you wish us to make provision for you to attend this special TNA session but not the General Meeting, please notify our Administrator by email at [<admin@ffhs.org.uk>](mailto:admin@ffhs.org.uk) before 21 August.

In the meantime, please send any comments or concerns you may have on this subject to Maureen Bullows, one of our two Archives Liaison Officers, who can be contacted by email at [<archives.liaison@ffhs.org.uk>](mailto:archives.liaison@ffhs.org.uk)

More details on this can be found at www.ffhs.org.uk/Societies/Liaison/News.htm

Maggie Loughran

Administrator, Federation of Family History Societies

www.ffhs.org.uk

We are looking for suitable volunteers to help implement our communication strategy for the foreseeable future.

Editing the Federation's new electronic e-zine.

Distributing the Federation's new electronic e-zine.

Establishing and maintaining the Federation's Digest Database

If you are interested in helping the Federation achieve these innovations, please contact Maggie Loughran,

FFHS Administrator, PO Box 2425, Coventry, CV5 6YX – email: admin@ffhs.org.uk

Alternatively visit

www.ffhs.org.uk/Societies/Latest/index.htm

Or see enclosed sheet for further details