

## FGaS Office

The office is in charge of all communication within the FGaS, and for its interaction with interested people, institutions and public authorities. It answers questions regarding the FGaS or forwards them to those responsible or able to answer (members of the board, services and specialist group members).

The office copies and mails all information of general interest for members, including notifications and invitations to FGaS events.

The office also maintains the database containing the addresses of the members and coordinates the delivery of our journal, *Avonia*. It is important to report all changes of address (Name, Town, Postal Code etc.) in time. If delivery fails, the address will be removed from the list.

If you move without informing the office, you may not receive your copy of the *Avonia*. Often the journal will be thrown away by the delivery company without reporting to the member currently responsible for distributing the journal (e.g. Mr. Voigt in Burgstädt).

Changes should preferably be reported in written form (mail, fax, e-mail). Please include your membership number. The same applies to changes of your bank account data. If you do not report changes in time, we may not be able to withdraw your membership fee, which in turn might lead to additional expenses. The mailing of our journal will also be stopped immediately.

Questions regarding the cultivation of plants, seed distribution, availability of plants or identification of plants will not be answered by our office. These questions should be addressed directly to the members for these services listed on the internet or in each issue of *Avonia*.

Please note that our office is operated by volunteers. Therefore, it may sometimes not be possible to reach it by phone. Please write either a fax or an e-mail, or leave a message on our answering machine.