

### **Branch Coordinator**

I lead the branch team, am the link to the regional team and UK Office, and an advocate and spokesperson for the NCT in the local community. I know what branches do and help create a branch vision and the plan to achieve this vision locally. I run team meetings and ensure that the team receives the guidance and support that they need. I ensure that the branch complies with the Charter and that volunteers are orientated in accordance with guidelines.

### **Treasurer**

I manage the simple web-based accounting system for the branch, keep the local bank account in good order and produce reports on finances for team meetings. I am “good with money”.

### **Membership Coordinator**

I am the first point of contact in the branch for new and renewing members and the communication link with UK Office Supporter Relations Department and branch team members over membership data.

### **Parent Support Coordinator**

I know what parents-to-be and new parents need and ensures that the branch provides a range of activities that will help the NCT reach all local parents, establishing the branch as the local FACE of the NCT – fun, accessible, caring and encouraging. I ensure that the parent support system in the branch is working well. I work with the Membership Coordinator and PSA Link to ensure that everyone is welcomed to the branch and receives information about the activities on offer.

### **PSA Link**

I help ensure that everyone who enquires about and books on to NCT courses is also linked with the branch. I liaise with the person booking the courses to tell them about branch activities and ensure they have copies of our branch leaflets and newsletters so they can pass this on to parents.

### **Branch Secretary**

I help the Branch Coordinator in knowing what branches are expected to do and am responsible for communication and branch admin. I read mailings from the regional team and UK Office, communicate notices and agendas to members and the team. I provide agendas in time for each meeting and take notes and circulate these.

### **Newsletter Team**

We produce the branch newsletter to make sure all local members know what the branch is doing. We are able to gather together the information to produce a local branch newsletter including adverts, news, features, diary dates, photographs, illustrations and anecdotes. We are able to edit copy and consider layout to put together an interesting and useful publication for branch members and as a promotional tool.

### **NNS Team**

We coordinator the NNSs which are held in the spring and the autumn. NNS are fantastic opportunities for parents to sell their unwanted children's toys, clothes, nursery equipment, book, etc. and for members of the community to snap up some wonderful bargains.

**Events Team**

We love raising money! By raising money for NCT, we inspire local NCT supporters and potential supporters to raise money for the charity through local and national initiatives; a mix of nearly new sales, cheeky monkey tea parties, raffles, sponsorship, advertising revenue and other events. We ensure the branch raises the money needed for its activities.

**Publicity Officer**

I am able to communicate effectively and persuasively about the NCT in order to maximise opportunities for raising the branch's and charity's profile through media coverage and other publicity materials.

**General Enquiries Contact**

I am the friendly voice on the telephone or the writer of cheerful email when you contact the branch via the branch 0844 telephone number or email address. I am enthusiastic about NCT and ensure a timely response either directly or by passing to the relevant member of the branch team, the PSA or referral to NCT help lines or the NCT website.

**Webmaster / Facebook moderator**

I am responsible for the online presence of the branch, with my main responsibilities being to keep the branch webpages on the NCT's main website up to date. This involves adding and amending contact details, events and any other information the branch wishes to share with the community. I can also look after the branch's Facebook Page or Twitter accounts.

**Coffee Morning Hostess**

We host coffee mornings in our homes for parents in the local area. We offer them an intimate, friendly and a safe place to have tea, biscuits and a chat.

**Antenatal Class Visitors**

One of us pops into antenatal classes to visit the couples, say 'Hello', welcome them to the branch and tell them more about us and what we can offer them.