

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.

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.