



Membership assistant wanted

The National School Sailing Association (NSSA) are looking for a volunteer to assist with management of the membership process and assisting treasurer in updating monthly tracking spreadsheets. They will work closely with the NSSA treasurer. There is no expectation of attendance at meetings or membership of a committee but this can be explored & discussed if there is interest in this.

Basic activities include:

- Monitoring a membership email inbox and responding as required.
- Providing bank details etc. for members who choose not to join through our preferred Paypal system.
- Administering a group membership spreadsheet.
- Updating monthly finance tracker spreadsheet to reflect income and expenditure from the charity bank account (largely driven by membership income)
- Assisting the Treasurer at financial year end with preparation of accounts for the AGM.

Anticipated time commitment of circa. four hours a month although there is slight variation throughout the year.

The role can be undertaken at a time to suit the individual. It is anticipated that they will catch up periodically (approximately monthly or at different mutually agreed interval) with the Treasurer.

Training/assistance to get started will be happily provided.

A fantastic opportunity to get involved with the running of a national charity. This will look great on a CV as it demonstrates commitment to a charitable endeavour, develops transferrable skills whilst interacting with a range of stakeholders.

To ask questions or express interest please get in touch with the NSSA Treasurer, Jon Leeding, at treasurer@nssa-exec.org.uk or on 07954 96616 (happy to chat on the phone or via whatsapp).