



NORFOLK & SUFFOLK BOATING ASSOCIATION

President: Prof R.I.E. Card

Chairman: Mr Brian Wilkins

www.thegreenbook.org.uk

22 June 2018

Wanted: New Green Book Organiser

The Green Book is the outward face of the NSBA. The post of Organiser is of extreme importance. Peter Mantle has been the highly successful Green Book Editor since 2015 but he has reluctantly decided not to continue because of other commitments. The NSBA is therefore looking for a new Organiser to produce the Green Book for the 2019 edition onwards.

Responsibilities of the Green Book Organiser: to coordinate fixtures; to ensure that an up-to-date edition of the Green Book is printed and distributed each year in time for the boating season; to ensure that associated pages on the NSBA website are amended. The Green Book Organiser is a member of the General Purposes Committee of the Association.

Activities – the Green Book Organiser, assisted by a small team of existing committee members: deals with the printer and designer; collects information from clubs, class secretaries, Broads Authority and other external sources and from NSBA database; collates and edits copy and page layouts; negotiates with advertisers; deals with retail sales and arranges distribution to members and clubs.

It is **essential** that the Green Book Organiser: has organisational skills; has experience of working to deadlines; is computer literate (including electronic communication) – suitable equipment and software will be required but experience and software in page setting is not required; has first-hand knowledge of the local boating scene, and is an individual member of the NSBA.

Previous experience of checking material and preparing it for publication is **desirable**.

An honorarium and expenses are paid.

If you are interested in taking on this rewarding role, please contact the NSBA Chairman by the end of July, thank you.

Brian Wilkins, Nelson Close, South Walsham Road, North Burlingham,
NORWICH NR13 4EH, Tel. 07850 153743,
Email: wilkins@paston.co.uk,

or the NSBA's Administrator:

Ms Julia Bower, 43 Pembroke Road, NORWICH, NR2 3HD,

Tel: 01603 623372, e-mail: julia.bower1@btinternet.com