## **Conversation Club Leeds seeks volunteer Treasurer**

 **28th January 2021**

A vacancy has arisen for the post of Treasurer for **Conversation Club Leeds**.

We are a small registered charity, founded five years ago to encourage asylum seekers and refugees in Leeds to meet, make friends and practise speaking English in a safe and welcoming space.

Before the Covid pandemic, our meetings were held every Thursday afternoon in the church hall at Mill Hill Chapel on City Square. At the meetings, up to 90 asylum seeker / refugee ‘guests’ and up to 20 volunteers would participate in conversation, informal English classes, craft work, table games and tea-drinking. The Conversation Club became known for its lively, friendly atmosphere

Since the first national lockdown in March 2020, we have been trying to keep in touch with our guests in various ways, and at present hold an online weekly meeting.

We have recently become a registered charity (No. 1189217). We are in receipt of a small number of diverse grants and donations. Given the limitations on our current activities, the range of outgoings is very limited.

We are looking for someone to undertake the important role of treasurer, reporting to the Trustees. It won’t be necessary for the successful applicant to become a trustee, if they would prefer not to be, but they will need to attend trustee meetings, which at the moment are online.

**Please note, this is a voluntary, unpaid post.**

The post requires previous experience of producing accounts or bookkeeping, and preferably experience of working in the charity sector.

We anticipate a handover period in March, and a start date of 1st April.

If interested, please contact Dot Read (Chair) at read.dot@gmail.com