



# National Association of Voluntary Services Managers

February 2024

## How to renew your membership

- 1) Contact your purchasing department and ask them to send a New Supplier or Supplier details amendment form to [treasurer@navsm.co.uk](mailto:treasurer@navsm.co.uk) **Please note: you need to do this for this coming year (commencing 1<sup>st</sup> April 2024) even if you have paid membership fees to NAVSM previously.**
- 2) Once NAVSM have completed this form and emailed it back to your Purchasing department, we will let you know.
- 3) Once you have heard from us to say we have completed the New Supplier form and returned it to your Trust, please confirm with your Trust's Purchasing Department that they now have the correct Supplier details for NAVSM on their system (see attached form).
- 4) At this point you can raise a requisition for your NAVSM membership fees (please see below to find the applicable fee for your organisation). Once this has been authorised, a Purchase order number will be generated and a PO notification should be sent from your Finance department directly to NAVSM
- 5) NAVSM will then invoice your Trust for your membership fees.
- 6) The membership year starts yearly on 1<sup>st</sup> April and runs through to the 31<sup>st</sup> March of the following year. To ensure your membership doesn't lapse, please ensure you have a Requisition/Purchase Order raised by the 1<sup>st</sup> April.
- 7) Please ensure you have registered as a NAVSM member on our website. [www.navsm.co.uk](http://www.navsm.co.uk) There is also the facility to pay by credit card via the website should you or your Trust prefer to pay by this method. **(you will need to register on the website entering your PO number or pay by card to register for membership)**
- 8) If paying by cheque, please contact us on [treasurer@navsm.co.uk](mailto:treasurer@navsm.co.uk) and we will send you an invoice. Complete a cheque request form, get the required authorisation and forward to your Finance department along with the invoice.
- 9) We will let you know once your membership fee has been received.
- 10) Membership costs are as follows:

Single	£95.00
Corporate	£150.00

**N.B. There is no VAT applicable on NAVSM invoices**