



## Advertisement for Board Position – Secretary/Treasurer

The Greasy Chain Cycling events and activities were borne of a passion for cycling in the Manawatū as a way to:

1. Improve public health (particularly the reduction of obesity and type two diabetes) through regular, healthy, outdoor exercise.
2. Reduce the current levels of increasing work-related stress in today's work environment.
3. Provide greater independence for people, particularly older people unable to drive.
4. Over time, increase the amount of urban cycle trips taken by the public and thus reduce noise and carbon emission pollution.

Board members lead various portfolios and the role we are seeking to fill is . . .

- **Secretary/Treasurer:** The role has been filled by a volunteer for the last 12 months and prior for a number of years by one person. There are established procedures and methods of operating that are easily followed. Familiarization and any necessary training will be managed on the job. This is a volunteer position requiring a monthly board meeting and follow up action. Minimum hours required: 10-12 hours per month.

We are seeking a community minded person to join our board as **Secretary/Treasurer** who:

- Has a genuine interest in helping all New Zealanders become, and remain fitter, through regular exercise – in our case cycling. This can mean as a sport, recreational or commuting.
- Is keen to promote the benefits of all forms of active transport to protect the environment from excessive carbon emissions.
- Has knowledge or experience with the sport of cycling would be an advantage, but not essential. Our key goal is to “get more people on bikes”.

### Key competencies:

- **Financial Literacy:** Basic understanding of accounting principles and ability to maintain books, manage bank accounts, and reconcile bank statements.
- **Budgeting & Planning:** Experience or ability to develop annual budgets. Annual financial reports (profit and loss, balance sheets) are completed by our volunteer auditor.
- **Financial Reporting:** Ability to explain financial technicalities and reports in plain language to the board.
- **Attention to Detail:** Meticulousness in record-keeping and identifying discrepancies.
- **Collaboration:** Working closely with the Chair and other trustees/volunteers to support the Trust's mission.
- **Taking of board minutes:** Completing the monthly Action Plan and keeping track of progress.

To express your interest, or for further information, please contact the Chair via email at [greasychain.manawatu@gmail.com](mailto:greasychain.manawatu@gmail.com) - Further information on the Greasy Chain Charitable Trust may be found on our website [www.greasychain.com](http://www.greasychain.com) and <https://www.facebook.com/greasychain/>