

Role description: Secretary & treasurer (volunteer)

Position title	Secretary & treasurer
Position reports to	Chairperson
Purpose	To maintain accurate records of Trust meetings and governance decisions, and to maintain accurate financial records and reports in compliance with

These roles can be undertaken by two separate volunteers or by one volunteer.

Location: in-person meetings to be held in Feilding; possibility for these roles to be undertaken remotely by prior arrangement.

About Rural Bus Manawatū

Rural Bus Manawatū is an on-demand, door-to-door service connecting Manawatū District's rural residents to Feilding. Launching in November 2024, our 12-seater van and trailer will operate Monday-Friday enabling passengers to access medical and health appointments, do their groceries and other shopping, and visit cafes and other local services. Passengers can save by booking in groups, with up to four people paying a single fare from the same pick-up address.

Secretary details

Key responsibilities:

- Setting dates for Board meetings, in collaboration with the Chairperson
- Preparing meeting agendas and circulating to Board members
- Taking meeting minutes and circulating minutes as soon as possible after meetings
- Maintaining an actions register and providing timely reminders to Board members of approaching due dates of actions
- Maintaining a decisions register
- Maintain a correspondence register for official correspondence
- Organise venue, public notices, and other logistics for Annual General Meetings or Special General Meetings
- Call for and receive nominations for Board and other positions for the AGM
- Prepare the annual report in collaboration with the Treasurer and Chairperson
- File the annual return with Charities
- Publish key documents to the Trust's website as needed
- Additional administrative tasks on an as-needed basis

Desired skills:

- Proficient with Microsoft 365 suite (Outlook, Word, Excel, etc.)
- Attention to detail
- Touch-typist
- Good time management
- Strong communicator

Estimated time commitment: 2-4 hours per month

Treasurer

Key responsibilities

- Prepare and monitor annual budgets and forecasts
- General book-keeping, accounts payable/receivable, bank reconciliations
- Fortnightly payroll processing
- Keeping proper records of all payments and monies received
- Paying GST
- Preparing Treasurer's report for each Board meeting
- Preparing financial statements for annual report
- Supporting the Chair with funding applications and financial contracts as needed
- Ensuring that the Trust complies with all relevant legislation in respect of financial management

Desired skills:

- Financial management and reporting
- Proficient with Microsoft 365 suite (Outlook, Word, Excel, etc.)
- Proficient with Xero accounting software (or similar)
- Attention to detail
- Good time management

Estimated time commitment: 2-3 hours per week, likely more at end-of-financial year