

Reference nr. 2388 : Bike Northland Incorporated

Secretary

Volunteer remotely. **We are looking for a Secretary to:**

- Provide secretarial support to the board of Bike Northland.
- Take minutes of monthly meetings
- Produce or amend documents from time to time
- Administer national event entries for member clubs.
- Electronic filing, library and records maintenance.

Should be able to attend periodic meetings typically held late afternoon/early evening at central location.

Training

Orientation and induction to the organisation.

Specific requirements

Computer literacy (WORD, Excel, Dropbox, internet)

Accuracy with language

Organised and structured approach

Preferably an interest in cycling or active recreation.

When: Any time

Duration: **Long-term**

Area: **Whangarei**

Activity: **Trusteeship and committees**

1 volunteer needed



- ✓ Wheelchair accessible
- ✓ Virtual
- ✓ Reference provided after some time