

Reference nr. 2494 : Bay of Islands Community Centre

Governance Positions for the Bay of Islands Community Centre

The Bay of Islands Community Centre Association is a safe, welcoming and inclusive community space, centrally located for the communities of the Bay of Islands. We are looking at filling a few governance positions on our Board.

- **Acting Chairperson:** to provide leadership, ensure the organisation is managed effectively, and to represent the organisation as its figurehead. The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
- **Treasurer:** to keep such books of account as shall be necessary to provide a true record of the Association's financial position. This includes holding the accounts, the cheque books and the other financial records; and presenting at the monthly committee meetings and at the Annual General Meeting a statement of Accounts and Balance sheet.
- **Secretary:** to convene, arrange and record the minutes of the Annual General Meeting, and all monthly Committee Meetings.

All these roles require attendance at the Community Centre Committee meeting in Paihia for two hours on a monthly basis (held on a Tuesday).

Training

An induction about the community centre will be given by the community centre co-ordinator, as well as a handover from relevant outgoing members. For the Treasurer Position, training in Xero can be provided if required

Specific requirements

Treasurer: Numeracy skills are essential. Financial and/or business skills would be desirable, and proven treasurer skills would be preferred. Knowledge of Xero accounting package would be desirable.

Secretary: Sound working knowledge of Microsoft Word, and the ability to send emails. Good knowledge of spoken and written English, and a proven ability in taking minutes of meetings.

When: Any time

Duration: **Long-term**

Area: **Bay of Islands - Whangaroa**

Activity: **Trusteeship and committees**

3 volunteers needed



- ✓ Police check
- ✓ Wheelchair accessible
- ✓ Virtual