

CAMCYCLE



Treasurer

Volunteer trustee role - Unremunerated

Camcycle is looking for a new volunteer charity treasurer to stand for election at our AGM in January 2021, when our current treasurer will be stepping down. We welcome a diversity of potential trustee candidates and will work with new trustees to find a suitable arrangement for any personal circumstances that might need to be accommodated.

About us

Camcycle (Cambridge Cycling Campaign) is a high-profile and influential local charity working for more, better and safer cycling, for all ages and abilities, in and around Cambridge, where half the population cycles at least once a week. We are democratic and member-led, with over 1,550 members and many volunteers. We are inclusive, informed and influential. Our work is positive, practical and professional.

Our funding is derived from membership subscriptions, donations, grants from grant making bodies, corporate partnerships, advertising and sales of merchandise. Most finance processes are now well established and documented, with a range of providers including Xero as our main accounting and payroll system. We have three members of staff, and many active volunteers including our board of trustees.

Our work includes:

- Responding to planning applications and public consultations.
- Organising events including our Cambridge Festival of Cycling, Reach Ride with 1,000 participants, stalls at community events, workplace information sessions and campaigning meetings.
- Publication of print and digital cycling advocacy materials including leaflets for students, our quarterly magazine and blogs and social media posts.
- Making representations to the media and public bodies such as the council in the interest of a wide diversity of people of all ages, backgrounds and abilities who are cycling for general transport purposes in the greater Cambridge region.

About you

- You will be a committed and enthusiastic supporter of cycling in and around Cambridge. This does not mean you need to cycle very far, very often or indeed at all, but rather that you understand the benefits large-scale everyday cycling can have for our society and environment.
- Ideally you will have a formal accountancy qualification, or alternatively significant practical experience with the financial challenges faced by a small organisation.
- You will understand the dynamics of a small high performance organisation, and be able to work with a variety of stakeholders including staff, other trustees, volunteers, members, donors and other partners.

- You will need to be a member of Camcycle. (If you are not currently a member you can join in advance of submitting your trustee nomination form).

Responsibilities of Camcycle trustees

- All trustees must agree to and sign our [Trustee code of conduct](#).
- Trustees must comply with the [charity commission governance code](#).
- The Trustee role is voluntary and unpaid but reasonable expenses are reimbursed.

Responsibilities of the Treasurer

- Providing strategic financial leadership and advice to the organisation.
- Ensuring that the financial resources of the organisation meet its present and future needs
- Keeping the board informed about its financial duties and responsibilities
- Ensuring that relevant policies, procedures, controls and documentation are in place.
- Working with the Executive Director preparing budgets and forecasts and presenting to trustees.
- Preparing bimonthly financial reports for trustees.
- Preparing accounts for the annual independent review and ensuring any recommendations are implemented
- Oversight of basic finance processes and controls including those involving payroll, pensions and sales and purchase invoices.
- Owning other finance processes applicable to a small charity, including claiming gift aid and reporting to the Charity Commission.
- Liaising with any paid staff and volunteers about financial matters

Estimated Time commitment – Usually 2 days per month for the treasurer role. As a charity trustee, the treasurer plays a full part in decision making and governance of the Charity, and usually gets involved in various cycle campaigning activities.

Recruitment process

If you would like to learn more about the role of Treasurer or express interest in the position please get in touch. We will arrange a conversation with our Executive Director and/or our incumbent Treasurer to discuss the role. Nominations for trustee elections close on 18 December and the AGM will be held on Saturday 23 January. Information about nomination and elections can be viewed at www.camcycle.org.uk/agm-2021.

Email: contact@camcycle.org.uk