



Mana Cycle Group – Executive Committee

[Mana Cycle Group](#) (MCG) is a volunteer-based registered charity focused on making the Mana area (from Pukerua Bay to Tawa) a better place for cycling. The group has had a strong focus on the development of a mountain bike cycle park in Porirua as well as advocating for cycling generally. The group's key mountain bike project is developing a trail park on [Rangituhi-Colonial Knob](#) with trails ranging from dual-use walking and cycling trails for beginners and families through to expert downhill technical trails. The land the trail network transcends is owned by Department of Conservation (DOC), and Porirua City Council (PCC). MCG is working with key stakeholders (Iwi, DoC, PCC, GWRC) with the goal of creating a destination trail park that is a key part of a greater trail network in the Wellington region.

As well as administrative requirements, MCG's activities go beyond the trail building aspects of supporting establishment of the trail park. They also include tree planting and pest eradication initiatives and advocating for, running events, community involvement, and promoting safe cycling of all types in the wider Porirua area. A diverse and active membership is desired to cover the breadth of these activities. Track building capability is well established and MCG is aiming to appoint new committee members to build capability in these less established areas and broaden/strengthen the areas of activity. This could take the form of closer connection with groups already well established and/or building the capability within MCG.

Positions to support development of the capability of MCG will be appointed at the AGM on 24 July, 7.00 pm, at The Supply Room, 105 Mana Esplanade. We are looking for people who have the capacity and desire to make a difference in their area of interest while contributing to sustainable cycling within the greater Porirua area. Committee members are not expected to do all the work themselves. Our approach is to generate activity and outcomes through community volunteers and by working with existing organisations. If you have interest in any of the following positions or being involved in (rather than leading) any of the following areas, please contact MCG mcgmana@gmail.com with your contact details prior to the AGM. The positions to be appointed for the 2017/18 year are detailed in the following tables. We are hoping to fill all positions but if this is not the case, some Executive members may continue to cover several items as has been the case up till now.

This is a great opportunity to have a positive influence on the community and facilities for our region. The year ahead is looking very exciting and we are looking for an enthusiastic team to help capture this opportunity to the maximum.

Position	Chair	Deputy Chair	Treasurer	Secretary	Sponsorship and Fundraising	Publicity
Purpose	To oversee the effective running of MCG and be the figure head for the charity.	To support the Chair	To oversee the financial affairs of MCG and compliance and reporting requirements.	To provide secretarial support services to the Committee	To oversee fundraising and sponsorship activities.	To ensure MCG has a prominent and healthy profile in line with our vision values and goals.
Responsibilities	<ul style="list-style-type: none"> • Ensuring that MCG has a strategic and operational plan and is delivering against that plan. • Stakeholder leadership. • Day to day governance and meeting duties. • Ensure MCG's views are represented at the PAG. 	<ul style="list-style-type: none"> • Available to cover in the Chair's absence. • Charities Commission reporting. 	<ul style="list-style-type: none"> • Monitors financial position. • Accounts payable and receivable. • Tax compliance. • Preparation of annual accounts and arranging annual audit. 	<ul style="list-style-type: none"> • Handing of correspondence. • Support to other committee members. • Management of non-financial records (documents, meeting records etc). • Manage membership and communications. • Ensure MCG has consistent brand stationary available eg templates etc. 	<ul style="list-style-type: none"> • Keep an up to date lists of potential grants and conditions that could match MCG's needs • Apply for funds according to MCG's needs • Provide reports on grants and promoting fund providers. • Seek and develop Sponsorship opportunities • Ensure Sponsors are well managed and needs met. 	<ul style="list-style-type: none"> • Ensure an up-to-date and relevant web presence • Ensure Social media platforms are well utilised e.g. Facebook. • Support and plan promotions at key events.

Position	Cycling infrastructure	Conservation	Trail building	Events and cycling activities	Community and stakeholder Liaison
Purpose	To support and promote all forms of cycling in Porirua Communities by advocacy and support for growing a safe cycling infrastructure around the Porirua and Wellington region.	To promote and co-ordinate conservation efforts associated with creating a sustainable trail park including Revegetation and Pest eradication.	To co-ordinate the design and development of multi-use and single use trails.	To support, promote and/or generate cycling related events and activities.	To ensure MCG is represented in various forums around the community and liaise with key community stakeholders.
Responsibilities	<ul style="list-style-type: none"> • Leverage existing resources for the benefit of local cycling. • Creating a vision and advocacy towards that towards infrastructure in the Porirua region. • Measuring participation in cycling activities. 	<ul style="list-style-type: none"> • Education and establishment of processes to ensure trails are built to minimise environmental impact. • Oversight and co-ordination of the Colonial Knob revegetation plan including Planting, slope stabilisation and releasing. • Oversight and co-ordination of the MCG contribution to the Colonial Knob pest eradication plan. • Liaison with local conservation organisations/groups to maximise contribution. 	<ul style="list-style-type: none"> • Oversee trail design and build. • Ensure a safe working environment and compliance with the H&S at Work Act 2015. • Creating the conditions for volunteers and work parties. • Ensuring the correct tools and machinery is available and correctly used. • Ensuring trails are well sign posted. • Ensuring a maintenance plan is in place and is occurring in a timely manner. • Creating a short/medium and long-term plan towards trail development. • Building a pool of resources and suitably skilled pool of volunteers and contractors capable of fulfilling the plans. 	<ul style="list-style-type: none"> • Create a local events calendar. • Liaise with local clubs and groups to stimulate participation in cycling. • Utilise MCG membership to generate regular small scale local events. Encourage and promote local events • Connect with local cycling groups 	<ul style="list-style-type: none"> • Build an understanding of cycling advocacy and interest groups in the region. • Promoting or supporting those promoting cycling in the region • Connecting to various interest groups in the community e.g. School liaison.