

# MPHS VOLUNTEER ROLE

## TREASURER & BOARD MEMBER



### MPHS Community Trust

09 838 4820 | [info@mphs.org.nz](mailto:info@mphs.org.nz) | [www.mphscommunity.org](http://www.mphscommunity.org)  
HUB West, 27 Corban Ave, Henderson South, Auckland 0650

### About our organisation:

MPHS Community Trust is a forward-thinking community development organisation based in West Auckland that supports, develops and advocates for our diverse multicultural community to flourish. We run a number of Projects and Programmes including education, environmental restoration, youth and women empowerment programmes, neighbourhood development and community events. We run a successful social enterprise, 'Tipping Point', a community recycling centre. We are based at (and run) The Hub in Corban Avenue Henderson.

### About the role:

We are seeking a passionate and committed **Treasurer and Board Member**.

The commitment is about 4 hours per month to read reports and attend board meetings.

We want Trustees who can inspire our leadership, can engage constructively and who share the values and vision of our community organisation. Details on our current staff and board can be found at: [mphscommunity.org/our-team](http://mphscommunity.org/our-team)

As Treasurer your key responsibility is to oversee good financial governance of the trust, enabling us to fund programmes that make material difference to the lives of the people in the communities we support.

Responsibilities include supporting the Chief Executive, Finance Manager and Board to:

- Develop financial strategy and policies
- Prepare annual budget and maintain up-to-date regular financial reporting
- Ensure relevant financial statements are regularly reviewed by the Board and advise the Board of any important discrepancies
- Assist with preparation of annual reporting
- Keep the Board informed of important financial events, trends, and issues relevant to the organisation

Trustees have standard governance duties, such as setting and reviewing strategy and monitoring the performance of the organisation, and have the opportunity to do more.

### The ideal applicant will have:

- Experience of good financial management and reporting practices
- Proven financial acumen and commercial experience
- A relevant accounting qualification
- A connection to the community we serve

### To apply:

If you would like further information or to be considered for the board please contact:  
Kathryn Lawlor, Chief Executive, 022 165 7175, <mailto:kathryn@mphs.org.nz>