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BikeNewark is seeking a Secretary (Board position) for our newly re-organized non-profit. This is a volunteer Board role. We are looking for an organized, detail-oriented individual who is enthusiastic about biking and community development.

Responsibilities

- Maintain all documents that affect the operations and legal status of the organization, including organizational documents, policies, and meeting agendas and minutes.
- Attend regular monthly meetings held on the third Thursday of each month at 4 p.m. and record meeting minutes of regularly monthly meetings.
- Provide the BikeNewark Chairperson with prepared meeting minutes within one week after regular monthly meetings.

Requirements

- Ideally, strong interest in promoting bicycling as an everyday mode of transportation
- Ideally, experience or high interest in nonprofit management
- High degree of accuracy and attention to detail



Time Commitment

A few hours/month

Contact person: Mark Deshon, Chair, BikeNewark
Email: bikenewark@gmail.com