

SUMMIT ROAD SOCIETY (INC.) JOB DESCRIPTION

Society Manager

1. Background

The Summit Road Society has been in existence since 1948 and wishes to continue to expand its activities, increase its membership and liaison with the public, the Christchurch City Council and other bodies associated with the conservation, enhancement and enjoyment of the Port Hills. The Society owns and manages four reserves on the Port Hills and leads the community and backyard trapping programme, Predator Free Port Hills.

The voluntary work undertaken by the Society includes the maintenance of tracks, tree planting, predator and weed control, provision of recreation activities and promotion of the Port Hills. This work is largely undertaken by working parties voluntarily drawn from the Society's membership. There are also membership outings, Arbor Day events and other group activities.

2. The Summit Road Society Incorporated

The Mission Statement of the Society is: "Working to enhance, preserve and protect the natural environment, beauty and open character of the Port Hills of Banks Peninsula for people to enjoy". The Society has developed a strategic plan for the period 2020-2025.

2.2 Nature and Scope of Society

The elected Board of the Summit Road Society comprises a President, Vice-President, Treasurer and up to seven members, plus representatives from the Christchurch City and Selwyn District Councils.

The President chairs the Board which is responsible for the development of policies and overseeing the operations of the Society. The President gives prior approval to any public statements made in the name of the Society.

The Society owns three reserves, Ōhinetahi, Omaha & Gibraltar Rock and Linda Woods, and a Planning & Management(P&M) Group is associated with each reserve. Other committees or groups may be set up from time to time for specific issues or projects. Such groups are made up of Board members, Society members or co-opted individuals. The Society Manager is expected to support the P&M groups, and any such other committee or groups that are set up.

The Summit Road Society has close working relationships with the Christchurch City Council and in particular the Port Hills Ranger Service. The Society also has representatives on the Port Hills (Mt. Vernon) Park Trust, the Summit Road Advisory Committee, the Harry Ell Summit Road Memorial Trust and Te Kāhahu Kahukura.

3 The Society Manager

3.1 Administration

The Society Manager will be responsible for the effective and efficient servicing of the Summit Road Society and in particular supporting the President and the Board in their work. The Manager will keep the President informed on programmes, progress and any significant financial and administrative actions or decisions to be made on behalf of the Society.

3.2 Facilitation, liaison and co-ordination

The Society Manager will be responsible to the Board for the liaison and supervision of any consultants, advisers or assistants employed by the Society. The Manager will also maintain good relationships with the membership of the Society, the Christchurch City Council its rangers and staff, and all other agencies and bodies associated with the administration and activities on the Port Hills and the Summit Road.

3.3 Key Tasks

The Society Manager 's functions include:

- a. Assisting the President and Board in respect of the daily administration of the Society including the preparation of agendas, attending the Board, the Harry Ell Summit Road Memorial Trust, and P&M group meetings, writing minutes, undertaking correspondence and other routine administrative activities.
- b. Maintaining the monthly financial accounts on Xero including accounts payable and receivable.
- c. Attending to correspondence
- d. In discussion with the President and the Board, the Manager will apply for grants and other funding to support the goals and objectives of the Society.
- e. The supervision and oversight of any staff, consultants and advisers contracted by the Society and liaising with the Society's Port Hills work parties.
- f. Writing submissions and reports to other environmental organisations, local and regional councils, the Summit Road Protection Authority and other bodies associated with activities along the Port Hills, and attend any resultant hearings.
- g. Maintenance of the official records of the Society, including the archives.
- h. Organising outings and events.
- i. Preparation and distribution of biannual newsletters and keeping the membership and public informed through the website, emails and social media.
- j. Preparation of pamphlets and oversight of any information displays.
- k. Representing the Society at meetings of other agencies/groups or as a presenter and public speaker.
- l. Attending all Board meetings as a member of the Board
- m. Supporting the Board and the P&M groups to implement the Society's strategic plan

Society Manager	
Key Tasks	Expected Results
Prepare agendas, reports, and take minutes for all the meetings of the Board, the Annual General meeting and any other committees or groups formed by the Board.	<p>To achieve a high standard of record and reporting to the Society.</p> <p>To maintain liaison with all aspects of the Society's activities and ensure that suitable reports and submissions regarding the Society's administration are prepared in a timely manner.</p>
Maintain financial accounts	<ul style="list-style-type: none"> • Reconciling Xero accounts • Accounts payable and receivable • Assisting the Treasurer and auditor with preparing end-of-year accounts
Attend to all correspondence	<ul style="list-style-type: none"> • Respond promptly to incoming correspondence
To provide information and support for Society's Planning & Management groups and the volunteer work parties.	<ul style="list-style-type: none"> • Ensure that there is an effective link between the P&M groups, the work parties, and the Board, and that the Board is kept aware of work party activities and that the work parties have accurate information and sufficient resources.
Apply for grants and other funding	<ul style="list-style-type: none"> • Prepare funding applications • Complete funding administration • Complete required grant reporting in a timely manner.
To liaise with consultants and other services that may be contracted by the Society.	<ul style="list-style-type: none"> • To ensure the effective and efficient use of the Society's resources when contracting.
To monitor Health and Safety Policy	<ul style="list-style-type: none"> • In conjunction with the Board's appointed Health and Safety representative, ensure that the policy is kept up to date, the Board's obligations are fulfilled and that any issues are resolved.
To support the coordination, management and long-term funding of the Society's Predator Free Port Hills initiative.	<ul style="list-style-type: none"> • To apply for grants and seek other funding to support this programme • To provide advice and hands-on support to the Predator Free Port Hills coordinator including at events.

To provide secretarial support for the Board of the Harry Ell Summit Road Society Memorial Trust which meets two or three times a year.	<ul style="list-style-type: none"> To provide effective and efficient secretarial support as an appointed trustee or as a co-opted trust board member.
Internal Affairs – Charities and the constitution	<ul style="list-style-type: none"> In conjunction with the Treasurer, to be responsible for the submission of the Annual Report and Performance Report to Internal Affairs and to ensure the Society is compliant with legislative requirements
Maintain membership records	<ul style="list-style-type: none"> Complete all membership administration including annual invoices and correspondence
Facilitate, supervise, and prepare newsletters, information sheets and publications, as well as to liaise with the Society's webmaster on website content and social media.	<ul style="list-style-type: none"> Write articles, collate content and edit the biannual newsletter Write content for the website and social media Ensure members and the public are kept up-to-date with Society happenings via email, website, newsletter and social media.
Promote the work of the Society and ensure close liaison with all agencies, other groups and individuals having responsibility or an interest in the Summit Road and Port Hills.	<ul style="list-style-type: none"> To increase the awareness of the Society's activities within the wider community, including corporate groups.
Organise in association with key members occasional outings and events on the Port Hills for both members and the general public.	<ul style="list-style-type: none"> To encourage and secure a membership which is representative of the population and varying age groups who participate in, seek to be informed and enjoy the qualities of the Port Hills.
Maintain files on planning policies affecting the Summit Road area and resource management matters pertaining to the Port Hills.	<ul style="list-style-type: none"> Keep abreast of policy and planning issues and ensure the Society is informed in these respects.

3.4 Functional Relationships

a. Internal

The Society Manager shall take instructions from the President, or Board members representing the President, and will seek approval from them for any significant action or programmes which the Society Manager might wish to initiate. Within the Society the Manager will maintain good relationships with all Board members, any staff, consultants and the members of the Society who voluntarily participate in its work.

b. External

The Society Manager will maintain ongoing liaison and good relationships with the Christchurch City Council, other District and Regional Organisations, Central Government agencies and other bodies in order to promote the Society's interests, exchange information, elicit feedback and represent the Society's policies

3.5 Person Specification

The Society Manager will:

- Be passionate about the goals and objectives of the Summit Road Society
- Be an effective leader and initiator able to motivate the Society's membership.
- Be a skilled communicator
- Have experience in grant writing and fundraising
- Be an astute person with good interpersonal skills
- Ideally hold a tertiary qualification appropriate to the above functions.
- Have demonstrable abilities in secretarial and administrative matters.
- Experienced in working with a wide range of stakeholder groups including central and local government, hapū and community organisations to achieve collective outcomes.
- Have proven experience in self-managing work priorities.
- Be computer literate
- Have sound financial skills, including the use of Xero.
- Have a clean, current, full Drivers Licence, and own vehicle
- Be available on some weekend days and evenings

4.0 Office Location

The Summit Road Society does not have its own administration office and the Society Manager is responsible for providing their office space.

5.0 Hours of Work

Since this is a contract position, the Society Manager will be expected to cover the tasks and functions as set out above in an efficient and appropriate manner. The working hours are those required to fulfil the functions described and as agreed by the Board. As the primary contact officer for the Society, the Society Manager shall be reachable by phone or answerphone during normal business hours.

Hours of work can generally be completed within normal business hours. However, some evening and weekend work is required, for example, for meetings and events. Board meetings are currently held on the third Wednesday of the month 7pm to 9pm.

6.0 Conditions of Self Employment

This is a contract position with effect from 15 October, 2025. The general tasks are described and outlined in the clauses above.

The schedule of tasks and conditions of the contract will be reviewed by the Board Chairperson in June 2025 and annually thereafter. The contract may be terminated with one month's notice either way.

The work hours will vary from week to week but are not expected to exceed 120 hours in any one calendar month. The hourly contract fee is \$50 plus GST if any and will be negotiated and reviewed annually. This will be paid upon the Board's receipt of a monthly invoice accompanied by a report of activities, tasks undertaken, hours allocated and targets achieved.

The Society Manager is responsible for the costs of providing their office, phone, answerphone, computer, internet and transport costs. Travel time, excluding to regular meetings, may be claimed up to 10 hours per month at a rate to be agreed. The Society will meet the reasonable costs of stationery and postage. Extraordinary expenses may be paid as additional disbursements, subject to prior approval by the President and submission of a detailed invoice.
