

CAMCYCLE



TRUSTEE RECRUITMENT PACK

Treasurer



About Camcycle

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 the Cambridge region, where half the population cycles at least once a week. We are democratic and member-led, with over 1,700 members and many volunteers.

Our funding is derived from membership subscriptions, donations, grants from grant-making bodies, corporate partnerships, advertising and merchandise sales. We have five permanent members of staff, periodic interns and freelancers and many active volunteers including our board of trustees. In 2025/2026 we expect to complete our transition to a Charitable Incorporated Organisation.

Our Finance Subcommittee of trustees and staff oversees the financial processes and operations of the organisation.

Camcycle's work includes:

- Responding to planning applications and public consultations.
- Organising events including our Cambridge Festival of Cycling, the 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.

Our impact and accounts are reported in our annual reports which can be found at www.camcycle.org.uk/annualreport



Our Vision

We'd like to see a thriving and sustainable region of healthy, happy people where everyone feels able to enjoy the benefits of cycling.

Imagine a place where children could cycle independently to school with friends. Imagine quieter streets with less traffic and cleaner air, which drew people out to socialise with neighbours, tackling loneliness and building strong communities.

Imagine building a local business in a thriving and successful town or city, where locals and visitors gathered to shop, eat, and spend time together. Customers could arrive by cycle and park conveniently nearby and many deliveries would be done by zero-carbon cargo trike.

Imagine being new to the Cambridge area and finding a high-quality cycle network right outside your door, accessible to all types of rider and cycle, integrated with great public transport and easy to navigate.

Together, let's build this place.



Our Values

We are inclusive, informed and influential. Our work is positive, practical and professional.

Inclusive: Camcycle is an open and democratic membership charity. We work to achieve our vision of a place that is safe and accessible for all types of rider and cycle, where everyone feels able to enjoy the benefits of living in a cycling region, even if they don't cycle themselves. All are welcome to attend our meetings and events and contribute to our work. We strive to reflect and represent the diverse communities in and around Cambridge.

Informed: Our members and supporters bring a wide range of campaigning expertise and personal experience to our work. All our cycling policies are evidence-based and we actively seek out information and best practice from other places in the UK and around the world. Regional knowledge is enhanced by our close relationships with local authorities and community groups. We share information freely and widely via face-to-face meetings, printed materials and digital media.

Influential: Our work achieves change. We are respected by local decision-makers and our views are sought by planners and developers. We have 25 years' experience of liaising with a range of stakeholders and are proficient at communicating with technical and corporate audiences and the general public. We continue to build our local and national networks and expand awareness of our cycling charity, so that we can increase our impact in every aspect of what we do.

Positive: We share a clear and uplifting vision of the future and are motivated by the benefits that cycling brings to people and their communities. We encourage local individuals to inspire others through their experiences and we share positive examples of cycling from around the world. We aim to set the agenda for change by working closely with local residents and groups, providing a supportive and rewarding environment for staff and volunteers and together creating a thriving and sustainable region of healthy, happy people.

Practical: Camcycle is a critical friend to those we advise, providing considered and realistic cycling solutions based on evidence from best-practice design, on-site research and successful examples in Greater Cambridge and beyond. Practical tasks allow volunteers to get involved at a variety of levels from hosting events and delivering leaflets to writing survey questions and conducting traffic counts: all roles have a positive impact on our work.

Professional: We deliver effective campaigns which achieve change for cycling through the combined strength of our staff and volunteer teams, which work together to provide Camcycle with a range of highly professional skills and expertise. We maintain our reputation through high-quality communications to members, stakeholders and the public, transparent charity policies and a consistent and organised approach to our activities. We are proud of our successes and honest about our mistakes, striving for continual improvement in all aspects of our work.

Our Strategy

We are developing our new strategy which will set out ambitious plans to grow over the coming years. This will be launched in January 2025. Our current strategy is:

<p>OBJECTIVE 1: Grow influence at the regional level where transport decisions are made</p>	<p>To achieve a region of high-quality connected cycling infrastructure we need more members and volunteers and to be part of a network of engaged campaign groups with aligned policies and messages.</p> <p>Key activities include engaging with local decision-making at all levels, hiring a new infrastructure campaigner, publishing all our cycling policies, and strengthening our member and volunteer processes.</p>	<p>MEMBER PRIORITIES</p> <ul style="list-style-type: none">• Respond to planning applications/ consultations and encourage members and supporters to do so• Meet with and write to decision-makers and encourage members and supporters to do so• Ask questions at local authority meetings
<p>OBJECTIVE 2: Create agenda-setting campaigns that get others involved and make change happen</p>	<p>To achieve a positive and inclusive cycling environment where cycling is seen as a solution to big issues such as pandemic recovery and climate change, we need to enable more people to become advocates.</p> <p>Key activities include continuing to develop bold campaigns that set the agenda and help people take action, creating an inspiring manifesto for change and working together to design our region's cycling future.</p>	<p>MEMBER PRIORITIES</p> <ul style="list-style-type: none">• Talk more about reducing car journeys as a way to improve cycling• Develop our own detailed plans for a joined-up cycle network• Focus on climate change and work with other environmental groups
<p>OBJECTIVE 3: Reach out to local communities and share the joy of cycling for all</p>	<p>To achieve more people of all ages and abilities cycling for utility, work and fun we need to embed our values in all that we do, demonstrate that we are a trusted source of cycling advice and grow a programme of welcoming events.</p> <p>Key activities include engaging with more diverse communities, supporting activities that encourage and enable cycling, sharing useful resources and improving our website.</p>	<p>MEMBER PRIORITIES</p> <ul style="list-style-type: none">• Work with partners on initiatives to help new people start cycling• Take our stall bike to local festivals and events• Host events such as the Reach Ride and Festival of Cycling
<p>OBJECTIVE 4: Nurture a sustainable organisation to enable our campaigning successes</p>	<p>To achieve a strong, diverse organisation with the skills and resources to deliver our campaigns we need to ensure good governance, exemplary operations and financial sustainability.</p> <p>Key activities include broadening trustee recruitment to better reflect the communities we serve, reviewing and improving all our systems, diversifying our income and engaging professional support for HR and finance.</p>	

CAMCYCLE



Role Description: Treasurer Volunteer trustee role - Unremunerated

Camcycle is looking for a new volunteer charity treasurer to provide strategic financial leadership during a period of growth and change for our organisation. 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.

Camcycle has ambitions to grow, and developing our finance processes and systems will be a key part of enabling this growth. We plan to diversify income streams and are exploring options such as growing a consulting business. We are in the process of modernising our structure to become a Charitable Incorporated Organisation, setting up a trading arm and bolder changes to the way we operate. We're looking for a treasurer keen to be a part of this change.

Our CEO and Finance Assistant work well together as our day-to-day finance team and are provided direction by the Finance Subcommittee made up of staff, trustees and volunteers. We are also planning to add a Finance Director or similar role to our staff team.

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Our funding is derived from membership subscriptions, donations, grants from funding bodies, corporate partnerships and advertising. We have five permanent members of staff, and many active and long-term volunteers, including our board of trustees.

Our work includes:

- Agenda-setting campaigning for more, better and safer cycling.
- Responding to planning applications and public consultations.
- Organising events including our Cambridge Festival of Cycling, the 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 local administrative bodies 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.

Responsibilities of the Treasurer

- Provide strategic financial leadership and advice to the organisation.
- Ensure that the financial resources of the organisation meet its present and future needs.
- Chair the finance subcommittee and report to the board; keeping the board informed about its financial duties and responsibilities.
- Ensure that relevant policies, procedures, controls and documentation are in place.
- Work with the CEO and Finance Assistant to prepare budgets and forecasts and present to trustees.
- Oversee preparation of bi-monthly financial reports for trustees.
- Oversee preparation of annual accounts by external accountants and ensure any recommendations are implemented.
- Oversee finance processes and controls, including those involving payroll, pensions and sales and purchase invoices, including claiming gift aid.

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.

About you

- You will be a committed and enthusiastic supporter of cycling in and around the Cambridge region. 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.
- Experience in financial management in a charity or business environment.
- An ability to communicate complex numerical information to non-finance people.
- Experience with accounting software is desirable, ideally Xero.
- You will enjoy working 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).

Estimated Time commitment – Usually 3 hours a week for the treasurer role. As a charity trustee, the treasurer plays a full part in the decision-making and governance of the Charity.

Email: hr@camcycle.org.uk to find out more or apply

Application 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 an informal conversation with our CEO, Chair and/or chair of the Finance Subcommittee to discuss the role.

Trustees can be coopted by the board at anytime between elections which are held annually at our AGM usually held in January each year.

Trustees must agree to our Code of Conduct and a fit and proper persons test.

Information about trustee roles, nominations and elections can be viewed at www.camcycle.org.uk/trustees.

Email: hr@camcycle.org.uk to find out more or apply

Helpful Treasurer/Trustee resources

[The Honorary Treasurers Forum](#)

[The Charity Treasurer's Handbook](#)

[ICAEW - Could you be a Charity Treasurer](#)

[ICAEW - The Charity Treasurer: good with numbers, agile leader, star communicator](#)

[Charity Commission - Charity trustee: what's involved \(CC3a\)](#)

[Charity Commission - The essential trustee: what you need to know, what you need to do](#)

[Getting on Board](#) (Training and free resources)

[Cambridge Council for Voluntary Service](#)

Privacy policy

As part of any recruitment process, Camcycle collects and processes personal data relating to applicants to help us make informed and fair selection decisions. Camcycle is committed to being transparent about how it collects, stores and uses that data and to meeting its data protection obligations.

The information provided during recruitment processes will be securely stored on our network and will only be accessed by authorised personnel involved in the recruitment process. For any unsuccessful candidates, Camcycle will keep information collected during a recruitment process for up to six months once the process has ended.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file.

Further information about our privacy policy is available at www.camcycle.org.uk/about/privacy