

# POSITION DESCRIPTION

**Position Title:** Committee of Management - Treasurer

**Responsible to:** Members and the Committee of Management (COM)

**Salary:** Volunteer Position (Elected)

**Hours:** The hours of work are flexible and across week day, night or weekend hours. The role involves extensive after hours and weekend commitments to effectively engage with internal and external stakeholders.

**Duration:** Elected for a period of 2 Years (24 months) at AGM

## Purpose of the Position

The position of Treasurer is the key to keeping the organisation's finances in order. The position requires time, dedication and financial expertise. The Treasurer tracks the outgoings and incomings through the year so that the organisation remains on budget. Most importantly the Treasurer works with the Financial Sub Committee to draw up the five-year budget, which is then approved by the full COM. The Treasurer will need to be able to prepare reports for the members, the management and the government that will show both the current situation and the possibilities for the future. As well as advising the COM in their decision-making, for example alerting them of financial implications of particular activities.

## Responsibilities & Duties

Responsibilities	Duties	Key Performance Indicators
<b>Governance/Financial</b>	<p>Ensure the Rules of Association are adhered to.</p> <p>Act as a signatory for the Association in all financial purposes.</p> <p>Chair and lead the Financial Sub Committee.</p> <p>Be responsible for the development of a five-year budget in consultation with COM and in line with the Business Plan</p> <p>Ensure all financial transactions are recorded.</p> <p>Ensure payments and commitment of funds are approved by the COM.</p> <p>Develop and review policies and procedures to protect the organisation and its members and present to COM for review and ratification. These will include: controls on expenditure, such as who can authorise spending, upper limits before board approval is needed, and who can sign</p>	

	cheques; controls on income generation, including appropriate and inappropriate ways of raising money and systems for ensuring cash and payment methods are kept secure	
<b>Meeting Management</b>	<p>Ensure information about the organisation's financial position can be readily extracted from the records as reports for COM.</p> <p>Prepare and present a written financial statement for each monthly COM meeting.</p> <p>Work with other Portfolio Holders and Project Managers to prepare and present a written project financial statement for each monthly COM meeting.</p> <p>Arrange for the audit of financial records in preparation for the Annual General Meeting Financial Reports.</p> <p>Lodge financial statements with Consumer Affairs Victoria within one month after the AGM in conjunction with the appropriate signed declarations.</p> <p>Prepare a written handover to the incoming Treasurer</p>	
<b>Engagement and Consultation</b>	<p>Represent the organisation at all levels of the community.</p> <p>Work with COM to develop a positive organisational culture.</p> <p>Assist in the development of partnerships with other boards and organisations that are relevant to the goals of the committee</p>	
<b>Leadership</b>	Provide strong leadership to the COM and organisation.	
<b>Other</b>	<p>OHS Responsibilities:</p> <ul style="list-style-type: none"> <li>• takes reasonable care for own health and safety and that of others</li> <li>• holds others accountable for their health and safety responsibilities</li> </ul> <p>Develop a Work Plan and undertake regular reporting to COM.</p>	

## **Desirable Attributes**

The Treasurer should:

- have strong financial management skills;
- always have the needs of the members in mind;
- be able to develop good relationships internally and externally;
- be forward thinking and committed to meeting the overall goals of the organisation;
- have a good working knowledge of the committee constitution, rules and duties of office bearers;
- be able to work collaboratively with other committee members;
- undertake the role with tact, diplomacy, sensitivity with strength and clarity of purpose;
- be able to reconcile opposing views;

## **Personal Qualities & Behavioural Traits**

- Leadership skills

You must be a strong leader and will need to be able to build effective working relationships with

employees, volunteers and presenters as well as fellow COM members.

- Communication skills

You will need to communicate with the Committee, external specialists, and a diverse range of stakeholders.

- Analytical skills

You will be reviewing and providing reports and will need to understand and interpret the data so that you can advise the Committee of Management in making informed decisions.

- Financial Management skills

You must be able to identify the gaps, develop and implement schedules and budgets. Be well informed of all organisational activities and provide consistent and visual oversight of the organisation's financial status.

## **Relationships**

Details of relationships relevant to this role

- COM President, Secretary and volunteers/employees will work closely with this position.
- You will work alongside other COM members to achieve your Key Performance Indicator (KPI) outcomes. You will be required to sign and abide by the organisational Code of Conduct.