

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>BOARD TREASURER</b>
<b>REMUNERATION</b>	<ul style="list-style-type: none"> <li>This is a volunteer position.</li> </ul>
<b>TERM</b>	<ul style="list-style-type: none"> <li>2 years commencing on (date of AGM or date appointed by the Board).</li> </ul>
<b>GENERAL</b>	<ul style="list-style-type: none"> <li>On being elected to the Board, undertake induction and training procedures as provided by the Board.</li> </ul>
<b>GOVERNANCE</b>	<ul style="list-style-type: none"> <li>Ensure that the Board maintains the degree of financial literacy necessary to conduct organisational business.</li> <li>Advise the Board on matters of finance.</li> <li>Ensure that appropriate financial policies and procedures are in place and fully documented.</li> </ul>
<b>PLANNING</b>	<ul style="list-style-type: none"> <li>With the Managing Director, oversee [in partnership with the Board] the production of an organisational Business Plan.</li> <li>With the Managing Director, oversee [in partnership with the Board] the regular review and development of Business Plan.</li> </ul>
<b>MEETINGS</b>	<ul style="list-style-type: none"> <li>Report to the Board at each meeting on the financial position of the organisation.</li> <li>Report to the Board at each meeting on variances from the approved budget.</li> <li>With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting.</li> <li>Report to the Annual General Meeting on the financial position of the organisation.</li> </ul>
<b>MEDIA</b>	<ul style="list-style-type: none"> <li>Make comments to the media only as provided in the organisation's Media Policy.</li> </ul>
<b>FINANCE</b>	<ul style="list-style-type: none"> <li>Work in conjunction with the Managing Director to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place.</li> <li>Work in conjunction with the Managing Director to ensure that financial risk management strategies (including appropriate insurances) are in place.</li> <li>Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation.</li> <li>With the Managing Director, oversee the organisation's investment strategy and report to the Board.</li> <li>Oversee the preparation of the Budget for the coming year.</li> </ul>



	<ul style="list-style-type: none"> <li>• Oversee the review of income and expenditure against the budget on a continuous basis.</li> </ul>
<b>PROMOTION</b>	<ul style="list-style-type: none"> <li>• Promote the organisation as opportunities arise.</li> </ul>
<b>FUNDRAISING</b>	<ul style="list-style-type: none"> <li>• Participate enthusiastically in any Board approved fundraising</li> </ul>
<b>COMPLIANCE</b>	<ul style="list-style-type: none"> <li>• With the Managing Director, ensure the organisation's compliance with all applicable tax and financial reporting requirements (eg. ACNC)</li> </ul>
<b>LEGAL &amp; ETHICAL</b>	<ul style="list-style-type: none"> <li>• Avoid making any improper use of their position in the Foundation, any information acquired by virtue of their position in the Foundation, so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.</li> <li>• If members have any direct or indirect pecuniary interest in any matter with the Foundation, inform the Board immediately and not participate in discussions.</li> <li>• If they have any non-pecuniary conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure.</li> <li>• Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.</li> <li>• Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person or to the detriment of the organisation.</li> <li>• If they have any direct or indirect material personal interest in any contract with the organisation, inform the Board immediately.</li> <li>• If they have any direct or indirect material personal interest in any organisational contract, not vote on that issue.</li> <li>• If they have any non-material personal conflict of interest in any matter before the Board, or believe that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure.</li> <li>• At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias or personal animus.</li> </ul>



## Application Procedure

All applicants are required to provide:

- A cover letter which addresses the role description
- A current resume
- Contact details of two referees
- Applications should be emailed to [info@chaseandtyler.org.au](mailto:info@chaseandtyler.org.au)

For more information about the position, please contact the Managing Director, Bruce Argyle in confidence on 04 3888 3222 or [bruce@argyles.com.au](mailto:bruce@argyles.com.au)

