

Position Description for CoM Treasurer

Position

Treasurer

Relationships

Accountable to:

- Chair
- Members
- Stakeholders.

Key Internal Relationships:

- Committee of Management
- Financial and Risk Management Committee (FARMS)
- CEO
- Finance Officer,

Key External Relationships:

- VMIAC Members
- Australian Charities and Not for Profits Commission (ACNC)
- Consumer Affairs Victoria (CAV)
- Auditor
- Department of Health and Human Services (Vic).

Objectives

The position of Treasurer is key to ensuring strong oversight of VMIAC's finances and financial sustainability and is elected at the AGM. The position requires time, dedication, and financial expertise as well as an understanding of risk management.

Responsibilities

Specifically, the Treasurer will:

- Governance**
- ensure that the financial records of VMIAC are kept in accordance with the Act; and coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of VMIAC
 - ensure that at least one other Committee Member has access to the accounts and financial records
 - ensure that the CoM maintains the degree of financial literacy necessary to conduct the business of the organisation
 - advise the CoM on matters of finance and fundraising
 - oversee the production of appropriate fully documented financial policies & procedures.

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| Planning | <ul style="list-style-type: none"> • work with the Chair, other CoM Members, and staff to draw up the annual budget for the approval of the CoM. |
| Meetings | <ul style="list-style-type: none"> • chair the meetings and deliberations of the FARMs Committee • serve on Executive Committee between CoM meetings • report to Annual General Meeting on the financial situation of the organisation. |
| Finance | <ul style="list-style-type: none"> • receive all moneys paid to or received by the association and issue receipts for those moneys in the name of the association • ensure that all moneys received are paid into the account of the association within 5 working days after receipt • make any payments authorised by the committee or by a general meeting of the association from the association's funds • ensure cheques are signed by at least 2 Committee Members. |
| Administration & Management | <ul style="list-style-type: none"> • ensure clear, accurate, and timely financial reports (against budget) • provide explanation to the CoM on financial reports particularly when actuals do not match budget expectations • lead in helping the rest of the Board form financial policies such as investments and financial delegation • ensure there are robust internal controls and risk management policies in place • participate in the audit and ensure a positive relationship with the auditor • advise the CoM on the financial considerations associated with decisions • ensure risk management plans are comprehensive and that the CoM is aware of organisation's risk profile and approaches to mitigation of risk • oversee the organisation's banking • oversee the maintenance of the Assets Register • with the CEO, ensure the organisation's compliance with all applicable tax arrangements. |
| Committee Member | <ul style="list-style-type: none"> • In addition, perform all the duties and responsibilities as outlined in the position description of a Committee Member. |



Skills & Experience Required

The skills required to be the Treasurer of VMIAC include:

- lived experience of emotional or mental distress
- financial skills and ability to coordinate the necessary financial input to the CoM
- understanding of the principles of good risk management
- ability to chair and facilitate the Financial and Risk Management Committee (FARM), and
- capacity to work closely with financial staff and the CEO to develop and monitor budgets and program finances, and the risk register.

Election & Term

Elected at the Annual General Meeting for a term of one (1) year.