## Position Description - Board Treasurer - Voluntary

**ABOUT WOMEN WITH DISABILITIES VICTORIA**

Women with Disabilities Victoria (WDV) is the peak organisation for women with Disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities.

**POSITION FUNCTION**

Provide strategic leadership for the financial governance of WDV, optimise its financial performance and ensure compliance with legal requirements.

**POSITION RESPONSIBILITIES**

**Governance**

* Comply with the terms of Women with Disabilities Victoria (WDV) constitution and Board policies and procedures
* Ensure that appropriate financial policies and procedures are in place and fully documented
* Ensure that proper financial controls are in place and adhered to by Board and staff
* Consider all issues before the Board carefully and in the organisation’s best interests.

**Board Meetings**

* Attend all meetings, or (where unavoidable) provide advance notice of inability to attend. Formal leave of absence may be approved for up to 3 consecutive months if necessary
* Chair the Finance and Risk Sub-Committee.
* Present Finance and Risk Sub-Committee reports to Board meetings.
* Present the Treasurer’s Report (including the organisation’s audited financial statements) to the Annual General Meeting.
* Where Board papers are circulated in advance, read papers and consider issues before the meeting
* Contribute to the discussion and resolution of issues at meetings
* Serve on other Board committees/working parties as required

**Legal and Ethical Responsibilities**

* With the CEO and Accountant ensure the organisation’s compliance with relevant taxation and other regulations.
* Avoid making any improper use of your Board position, or of any information acquired by virtue of your position, to gain any material advantage for yourself or any other person, or to harm the organisation.
* Inform the Board immediately if you have any direct or indirect pecuniary (financial) interest in any contract with WDV
* If you have a non-pecuniary conflict of interest in any matter before the Board, or believe the perception of a conflict may arise, inform the Board immediately and adhere to the Board’s rulings on the matter.

**Financial and Risk Management**

* As Chair of the Finance and Risk Sub-Committee, ensure that the annual budget is adequately prepared, monitored and reviewed as necessary
* With the Board Chair, ensure that the organisation’s financial control procedures and risk management strategies are sound
* Act as a bank signatory for WDV for business transactions in the absence of the CEO, General Manager or HR & Finance Manager
* Actively engage in reviewing and assessing WDV’s financial control and risk management strategies.

**General**

* Participate in Board induction processes and ongoing training as provided.
* Act with reasonable care and in good faith in the best interests of WDV
* Always disclose any actual or potential conflict of interest.
* Treat all Board documents and information in the strictest confidence.

**Resignation or Retirement from Board**

* Following resignation or retirement from the WDV Board, all Board documents held by the Board member must be returned to WDV within 28 days.

Applicants should be able to demonstrate the following qualifications, skills and experience.

**Essential**

* Relevant tertiary qualifications, demonstrated technical knowledge and/or professional skills in one or more of the following: accounting; finance; audit; governance and/or risk management.
* 5+ years’ experience in financial management in the not-for-profit and/or public sector.
* Experience on Finance, Risk or similar governance committees in the not-for-profit and/or public sector.  Experience as committee chair would be highly valued.
* Excellent communication and presentation skills.
* Strong decision making and analytical skills
* Demonstrated capacity to consult and achieve consensus

**Desirable**

* CPA or CA certification
* Identifying as a woman with disability

As a member-led organisation representing Women with Disabilities in Victoria, WDV would highly value candidates identifying as women with lived experience of disability.

However candidates not meeting these criteria with a strong interest in the purpose and values of WDV are also strongly encouraged to apply.

**PD DATE OF APPROVAL: 30 October 2019**