

## **POSITION DESCRIPTION**

### **Treasurer of the Board**

**November 2020**

---

<b>AGENCY:</b>	<b>Independent Living Centre Tasmania Inc. (ILCT)</b>
<b>LOCATION:</b>	<b>275 Wellington Street, South Launceston</b>
<b>POSITION TITLE:</b>	<b>Treasurer of the Board</b>
<b>THIS POSITION REPORTS TO:</b>	<b>Chairperson</b>
<b>EMPLOYMENT STATUS:</b>	<b>Volunteer</b>

---

#### **Summary**

Independent Living Centre (Tas) Inc is a registered charity and not for profit association based in Tasmania. The appointed Board oversee governance and strategic direction for the organization. The Treasurer oversees financial compliance, oversees financial governance, and provides financial guidance to the Board and the CEO.

As a member of the Board, the Treasurer will participate in regular Board meetings and strategic projects that support the development of the organization across Tasmania.

#### **Key Responsibilities:**

##### **Governance:**

- Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
- Advise the Board on matters of finance
- Advise the Board on fundraising

##### **Meetings:**

- With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting
- Report to the Annual General Meeting on the financial situation of the organisation

##### **Administrative and Management:**

- Chair the Finance and Risk Committee
- Liaise with Board committee chairs on financial issues and report to the Board where appropriate
- Oversee the organisation's bookkeeping, providing support and advice as required
- Oversee the organisation's banking and oversee the maintenance of the organisation's asset register

**Finance:**

- Oversee the CEO to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
- Oversee the CEO to ensure that risk management strategies (including appropriate insurances) are in place
- Provide support to CEO with preparation of the Budget for the coming year
- Review income and expenditure against the budget on a continuous basis

**Legal:**

- With the CEO, ensure the organisation's compliance with all applicable tax arrangements

**Other Duties:**

- Assist the Chairman, Secretary and Treasurer in undertaking their duties and fulfilling Board responsibilities
- Represent the interests of people with disabilities from your region in Tasmania as much as is practicable
- Represent ILC Tas in your area of expertise and region as much as is practicable
- Ensure the Board complies with good Governance principles in conjunction with other Board members
- Assist with strategic direction and policies of the organisation
- Attend meetings (approx 6 per year) either in person or by telephone (approx 1.5 to 2 hours' duration). Board members are required to attend at least one meeting per year in person. Additional sub-committee meetings may be required.