

## Canterbury City Community Centre Inc

### POSITION DESCRIPTION

<b>Position:</b>	<b>Treasurer</b>
<b>Classification:</b>	<b>Voluntary</b>
<b>Hours:</b>	Approximately 5 hours per month
<b>Location:</b>	Canterbury City Community Centre 130 Railway Pde Lakemba. NSW.

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The Board of Directors is the legal authority for Canterbury City Community Centre which is an Incorporated Association and is regulated by the requirements of the NSW Associations Incorporations Act. The Organisation receives funding from multiple sources to deliver a range of diverse services to many communities of interest across the Canterbury Bankstown and Inner West local government areas.

As a member of the Board, Directors act in a position of trust within the Organisation and the broader community and are responsible for the effective governance of the Organisation.

Directors work together as part of a team to ensure that sufficient care, control and leadership is exercised in the stewardship of the Organisation so that it may effectively meet its obligations and achieve its stated purpose.

#### **Term**

Directors are elected by the membership at the annual general meeting held in November each year and/or by targeted recruitment. Directors serve for one year and may be re-elected for additional terms.

#### **Reporting & Organisational Context:**

The Board of Directors of Canterbury City Community Centre report to the Financial members and other stakeholders at the Annual General Meeting. The Board oversees the employment of the CEO who is responsible for the day to day operations of the Organisation and who exercises an appropriate level of delegated authority.

#### **Role of Treasurer**

The Treasurer has responsibility for the financial management of the organisation, and must make sure those payments due to, or by, the organisation, are paid, that the financial records are kept correctly, and that the organisation is working within an agreed financial plan.

As a Board however, the group as a whole must share responsibility for decision-making and it will therefore be an important part of the Treasurer's role to ensure that other Board members understand the information that is being presented and the implications of this information.

#### **Treasurer Knowledge Skills and Experience**

The incumbent will have high level communication and financial management skills and a sound understanding of the Board's role in governance of the Organisation.

#### **General Knowledge, Skills and Experience**

Canterbury City Community Centre values a range of skills, qualifications, life experience and knowledge which can contribute to the work of the Organisation.

Board members must be able to satisfy at least three of the following twelve criteria identified as being of value to the Organisation;

- Membership of the Organisation for a period of five years or more
- Serving the Organisation in the capacity of a Volunteer
- Ownership of a business or a resident in the Canterbury LGA or surrounding areas
- Experience or qualifications in Financial Management
- Experience or qualifications in Human Resource Management
- Experience or qualifications in Law
- Experience or qualifications in Social Work or Community Welfare
- Experience or qualifications in Fund Raising and sponsorship
- Involvement in a Canterbury City Community Centre activity or Service.
- Experience or qualifications in Management of a Community Organisation
- Representation of a community of interest, for example, a cultural or linguistically diverse community resident in the target area, youth, women, etc.
- Experience or qualifications in communications, advocacy or journalism.

### **General Requirements of Board Members**

- Adhere to the Centre's Code of Behaviour
- Commitment to the work of Canterbury City Community Centre
- Attendance at monthly Board meetings, the Annual General Meeting and other events of significance to the Organisation where possible
- Available to commit at least 4 hours per month to the Organisation, more for Executive members.
- Be informed of the services offered by the Organisation and publicly support them
- Participate in Strategic Planning processes.
- Prepare for, and participate in, the discussions and deliberations of the Board, including by email or phone as required.
- Understand the importance of Privacy and confidentiality.
- Act on complaints and concerns raised by staff, volunteers, service users and other stakeholders.
- Be aware of, report and abstain from any conflict of interest.
- Participate in opportunities for ongoing learning and development that will enhance capacity to perform the role as a Director of the Organisation.
- At all times act in the best interests of Canterbury City Community Centre and in accordance with its policies and the law.
- Foster a positive working relationship with fellow Board members, staff, volunteers, service users and other stakeholders.

### **Duties of the Treasurer**

- Ensure the Board understands its financial obligations.
- Together with the CEO and Bookkeeper ensure that quarterly meetings of the Finance Sub Committee are held
- Ensure the organisation complies with tax regulations, such as GST, payroll tax and fringe benefits tax.
- Oversee the development and implementation of financial management policies and procedures.
- Ensure the organisation has appropriate procedures to protect against fraud and theft.
- Review all internal processes and reporting methods relating to financial management at least annually.
- Ensure financial record keeping meets Australian Accounting Standards and provides financial reports that will inform Board decisions.
- Work with the CEO, Bookkeeper and Finance Sub Committee in the development of an annual

budget.

- Ensure that regular financial reports on year to date expenditure against the budget, including analysis comparing actual financial performance against predicted financial performance, are available to the Board.
- Ensure that Board members are provided with information and training to support their understanding of the financial reports.
- Manage investments and monitor fund balances, main sources of income, main areas of expenditure, amounts owed.
- Ensure funds are available to cover cash flow.
- Ensure the financial requirements of funding bodies and other contractual obligations are met.
- Ensure that the preparation and lodgement of returns with authorities such as the Australian Tax Office (ATO) are undertaken on time.
- Ensure an audit of the books is prepared each year and that the accounts of Canterbury City Community Centre, showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting.
- Identify and bring to the attention of the Board any areas of financial risk to the Organisation.
- Exercise delegation of authority and expenditure as determined by the Board.
- Provide expert advice and support to the CEO and the Bookkeeper in initiating improvements to Centre accounts and financial management practices.

**Director's Name / Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Name / Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_