



ALAMEIN NEIGHBOURHOOD & LEARNING CENTRE INC.

VOLUNTEER POSITION DESCRIPTION

Position Title: Treasurer – ANLC Committee of Management (CoM)

Hours: 3-4 hours per month (including attendance at CoM meetings held fourth Tuesday of the month and AGM)

Alamein Neighbourhood & Learning Centre Inc (ANLC)

ANLC is a provider of adult education, community, and leisure and recreation programs to residents in the Ashburton, Glen Iris and surrounding areas. The Centre is located in Ashburton, opposite the Alamein train station, in the City of Boroondara.

A voluntary Committee of Management is responsible for organisational policies, legal and governance issues.

Position Objective:

The volunteer Committee of Management (CoM) provides strategic direction, governance support and oversight to ANLC in meeting its strategic goals. It meets monthly up to eight times a year, plus the Annual General Meeting held in April each year.

The role of Treasurer is to provide financial oversight of the organisation and provide direction on financial matters to support decision making as required.

Duties and Responsibilities:

1. oversee financial accounts and budgets, systems and controls;
2. liaise with ANLC Manager on related financial and bookkeeping matters;
3. present financial reports for monthly Committee meetings;
4. oversee annual audit preparation and prepare and present Treasurer's report at the Annual General Meeting;
5. ensure the Centre is meeting its financial and legislative obligations;
6. provide direction on financial matters to support decision-making as required.

7. participate in strategic planning and policy development for the organisation
8. sign funding agreements, acquittals and other compliance documents as requested by Manager

Skills and capabilities

We are looking for a skilled, capable and committed person who is keen to join the Committee of Management of a community-based organisation. In particular, individuals with the following would be highly regarded:

- Qualifications and experience in accounting, audit or finance.
- Risk management experience
- Previous involvement with a community-based or not-for-profit organisation or committee (helpful but is not essential)

We welcome members who will bring to our CoM diversity of age, cultural and linguistic background including Aboriginal and Torres strait Islander, religion, sexuality, ability and life experiences.

For further information, please contact Jill Hitchcock, Manager, Alamein Neighbourhood & Learning Centre Inc, 9885 9401