

# PREVENTION UNITED

Joining forces to prevent mental health conditions

## BOARD POSITION - TREASURER

### ABOUT PREVENTION UNITED

Established in 2017, Prevention United is a registered health promotion charity and company limited by guarantee, that specialises in the promotion of mental wellbeing and the prevention of mental health conditions. Our mission is to work together with individuals, families, organisations, and communities to prevent mental health conditions by fostering their strengths and reducing their risks. We undertake our work through three main activity streams: advocacy and awareness; resources and programs; and consulting and capacity building.

### ABOUT THE BOARD OF DIRECTORS

Directors are legally responsible for managing the affairs of Prevention United. The Company's Constitution requires a minimum of three Directors but does not set a maximum number. Directors are appointed for a three-year term but may seek re-election for a further two terms. The current Board includes five Directors, including the three founding Directors and two others. The Board meets every two months (online + face-to-face in Melbourne).

### SCOPE OF THE POSITION

Accountable to Prevention United Members, Directors have an obligation to manage the affairs of the Company in line with its Constitution, its legislative and regulatory obligations, and the standards of good governance outlined by the Australian Charities and Not-for-Profits Commission (ACNC). Directors also have a critical role in assisting the organisation to fulfil its vision and mission by contributing to strategic planning and maintaining oversight of operational activities.

The Board is seeking to appoint a new Director who has qualifications and experience in Accounting and/or Finance to act as Treasurer. The Treasurer will work with the other Directors and with Company staff to ensure that the Company is managing its financial affairs in line with its legislative and regulatory obligations, and is able to become financially sustainable, including through the commercialisation of its Intellectual Property.

The role is voluntary and carries no remuneration.

### THIS ROLE IS SUCCESSFUL WHEN...

- The Company is compliant with all financial obligations.
- The Company has a clear understanding of past financial performance, its current financial position, and future financial sustainability.
- The Company is able to maximise the commercial value of its information resources, programs and services.

### ACCOUNTABILITIES

#### Leadership

- In partnership with other Directors, appoint and manage the performance of the Chief Executive Officer/Executive Director
- Model and promote the values of the organisation.
- Promote the organisation in the community as opportunities arise.
- Utilise personal and professional networks to promote the organisation and generate opportunities to

advance its vision and mission.

#### **Good Governance**

- Act with reasonable care, skill, and diligence.
- Act honestly and fairly in the best interests of the Company and for its charitable purposes.
- Do not misuse your position or any information gained as a Director.
- Disclose and manage conflicts of interest.
- Attend and actively participate in Board meetings that are held during the year and attend the Annual General Meeting.

#### **Planning and Strategy**

- Be strategic, think laterally, be creative and grow the Company.
- Keep up to date with issues, trends and opportunities that affect the Company.
- In collaboration with the other Directors and Staff develop and approve an Annual Operational Plan for the Company.

#### **Financial oversight**

- Advise the Board on matters of accounting and finance.
- Ensure that appropriate financial policies and controls are in place.
- In partnership with the Board and Staff, ensure that the financial affairs of the Company are managed responsibly.
- In collaboration with the other Directors and Staff develop and approve an Annual Budget for the Company.
- Assist the Board to review and interpret its annual audited financial statements

#### **Risk management**

- In partnership with the Board and Staff ensure the Company's financial control procedures are adequate and that appropriate safeguards against fraud are in place.
- In partnership with the Board and Staff, ensure that other risk management strategies are in place, adhered to and monitored.

#### **ROLE REQUIREMENTS**

- Commitment to the values, mission, and vision of Prevention United.
- Able to work as a team player and work effectively with others.
- Understand the legal duties and responsibilities of a Company Director as set out in the Corporations Act
- Professional qualifications in accounting and/or finance and professional recognition (e.g. CA, CPA or equivalent).
- Ability to read and understand financial statements (including income statements; balance sheets; statement of income and expense).
- Experience in assessing financial viability, and preparation and oversight of budgets.
- Desirable - experience in business development or commercialisation.
- Desirable – previous Board experience, and experience in the mental health field

#### **INTERNAL AND EXTERNAL RELATIONSHIPS**

- Other Directors
- Board subcommittees and advisory committees
- Staff and volunteers