



Position Description Board Member - Treasurer Volunteer

POSITION: Board Member - Treasurer

LOCATION: North - West Youth Accommodation Service Inc.
3/47 Blackwood St, MITCHELTON Q 4053

CLASSIFICATION: Volunteer

1. Primary Objectives

- 1.1 The role of the Management Committee is to manage North West Youth Accommodation Service in accordance with the purpose outlined in its constitution and to ensure the organisation maintains its mission and purpose.
- 1.2 Whilst some tasks will be specific to the role (for example, the Executive Positions) other tasks will be the responsibility of the collective.

2. Environment

- 2.1 North West Youth Accommodation Service is incorporated and registered as a charity, receiving funding from the Department of Housing and Public Works under the Specialist Homelessness Services (SHS) and Crisis Accommodation Programs.
- 2.2 North West Youth Accommodation Service's goal is to respond to and alleviate homelessness for young people and young families. This is delivered through referral support, information, advocacy and housing.
- 2.3 North West Youth Accommodation Service is contracted by the Department of Housing and Public Works to deliver housing, services and support within a case-management framework.
- 2.4 Primary Client Group: Male or female 16 – 25 years:
 - Single
 - Couples
 - Families and family groups

- 2.5 The Management Committee delegates Operational and day-to-day management duties to the NWWAS Manager who will manage the day-to-day operation of NWWAS and ensure the Management Committee have what information they require to fulfil their Governance duties.
- 2.6 It is the role of the Management Committee to guide the Strategic Direction of the organization and ensure NWWAS meets its legislative and contractual obligations to funding bodies, staff and service users.

3. Contributions and Conditions

- 3.1 The Management Committee will meet once every six weeks on dates decided at the end of the previous calendar year.
- 3.2 An agenda and all documents to be discussed at this meeting will be provided to the Management Committee at least seven days before this meeting. It is anticipated that the Management Committee will have read these documents prior to this meeting.
- 3.3 The Management Committee member may be required to comment upon items or to be advised of items between these meetings via emails.
- 3.4 Management Committee Members may be required to make authorisations via cheque or banking as required. Management Committee Members required to do this will receive adequate training and support and will be authorized to do this via the Management Committee. Information as to the purpose of the spending, and authorisations and invoices/receipts will be provided in this process.
- 3.2 The Management Committee will be invited to staff events such as the staff Christmas Party and farewell parties across the year.
- 3.3 The Management Committee is required to attend the Annual General Meeting, the proposed date of which is set up at the end of the previous calendar year.

4. Duties (General)

- 4.1 Work to ensure the aims and objectives of the organization are pursued.
- 4.2 Ensure the business of the organization is conducted honestly, fairly and equitably.
- 4.3 Ensure the organization complies with laws and contractual obligations.
- 4.4 Ensure adequate supervision and resources are provided to staff to operate within their contracted roles, in a safe work environment.
- 4.5 Work constructively with the rest of the Management Committee, under guidance from the Chairperson, to discuss concerns and issues and reach decisions in a timely manner.

4.6 Remain abreast of operational and organizational matters by reading the Manager's Report tabled at each Management Committee Meeting and reading as required any urgent materials sent between meetings. Committee members must ensure they are fully informed about the organisation by keeping up to date with matters, attending meetings, reading agendas and minutes and asking questions.

4.7 Read and accept the organisation's financial materials tabled at each Management Committee Meeting and ensure accountability and appropriate financial oversight and make queries of the finance worker and manager as required.

It is the duty of the Management Committee to ensure:

- that accounts are kept of the transactions, financial position and performance of the association; and
- the association's solvency status is monitored on an ongoing basis.

4.8 To achieve 4.6 and 4.7 duty of care and diligence would require a committee member to:

- be prepared for meetings (reading any papers and the financial statements);
- broadly understand the financial position of the association;
- follow up on action items;
- keep informed about the association's operations and activities;
- ask questions; and
- take steps to ensure that the association meets its obligations under other laws. For example occupational health and safety, taxation and employment.

4.10 Where authorized (usually the executive) represent the Management Committee in signing off on Service Agreements and Variations for funding bodies, with support from the Manager who will identify any pertinent details or concerns relating to the document and ensure the Management Committee is in the loop about pending documents.

4.11 Represent (usually the executive) the Management Committee at quarterly meetings with the funding body (Department of Housing and Public Works) or as required, as per the invitation of the Department or the Manager.

4.12 Represent the organization within the community and through personal and professional networks to further the aims and mission of the organization and create a strong and positive profile in the community. This may include local and sector events.

Where Committee Members exercise their powers and responsibilities to act on behalf of NWYAS they must:

- exercise their powers with due care and diligence;
- ensure that any business decisions are made in good faith and in the best interests of the organisation;
- act in good faith and in the best interests of the organisation;
- not make improper use of information or their position for personal profit;
- avoid any conflicts of interest;
- exercise powers in accordance with the rules of the organisation; and

- not allow the association to incur a debt when the organisation is insolvent or there are reasonable grounds to believe that by incurring the debt the organisation will become insolvent.

- 4.13 Provide support to the organization in any area of professional experience or interest, which may include: fundraising, promotions and marketing, networking, HR, policy and procedure review and development, industrial relations, risk management, financial management or any other skill which the Management Committee acknowledges and delegates a project for you to manage. Tasks of this nature will be delegated by the Management Committee through a Management Committee Meeting and may require you to partner with the Manager.
- 4.14 Maintain confidentiality of information provided in reports, meetings and discussions, unless you are delegated to release information or the information is public in nature.

5. Duties (Specific to Treasurer role)

- 5.1 Monitor the financial situation of NWWYAS to ensure the finances remain healthy and the organization can continue to meet its mission.
- 5.2 Maintain a basic understanding of the accounting and financial practices of NWWYAS and a working knowledge of the laws governing the organisation's operations and the financial obligations of NWWYAS. This means understanding the basics – the money coming in and the money going out.
- 5.3 Oversee the financial administration of the organization, review procedures and financial reporting and advise the board on financial strategy.
- 5.4 Please note, the day-to-day management financial management is done by the paid professional finance worker. The management of this staff member and the development of processes and reporting mechanisms is managed by the paid professional Manager position. The Treasurer position provides support and oversight of these areas.
- 5.5 Share in the presentation of financial reports to the Management Committee at each Meeting (reports generated by the finance worker, under instruction and supervision of the Manager).
- 5.6 Present a Treasurer's report annually through the Annual General Meeting Report and Meeting once the auditing process is complete.

6. Conflict of Interest

- 6.1 Committee members must not put themselves in a position where there is a conflict between their duties and responsibilities to NWWYAS and their personal interests.
- 6.2 Management Committee members must disclose any personal interest they may have in any contract, or proposed contract, entered into or being considered by the

committee. A conflict of interest could arise if a Management Committee member could be seen to be compromised in their ability to act in the interests of the organisation and make impartial decisions. The interest may be financial or non-financial.

6. Extent of Authority

- 6.1 The Treasurer position forms part of the Executive of the Management Committee.
- 6.2 Direct accountability to the Management Committee group, under instruction by the Chairperson of the Management Committee.
- 6.2 All decisions and actions from the Management Committee should be tabled and authorized at a Management Committee Meeting, or through the Chairperson and executive.

How to apply:

Step One - Expression of Interest:

1. Submit a one to two page expression of interest letter covering your relevant skills and experience. Of special interest is:
 - a. Any experience you have working on Boards or Management Committees
 - b. Any experience you have with the not-for-profit or community sector
 - c. Discuss any experiences with basic accounting and financial practices
 - d. Discuss any experience or knowledge of the laws governing an organization's operations and financial obligations
 - e. Your ability to work as a team
 - f. Any volunteering experience you have
 - g. Why you are specifically interested in supporting an organization like NWYAS, homeless young people or the community
2. Please provide a Resume

People from a CALD (culturally and linguistically diverse), ATSI (Aboriginal and Torres Strait Islander peoples), LGBTIQ (lesbian, gay, bisexual, transgender, interchange and queer) or people with a disability are encouraged to apply. NWYAS is a supportive, inclusive organization that strives for diversity in backgrounds and experience. We invite people with lived experiences of disadvantage, discrimination, diversity or homelessness to join us in guiding NWYAS in our journey towards excellence in all areas.

Step Two - Review of Applications:

1. All expressions of Interest will be reviewed by the Management Committee
2. Some applicants may be asked to provide more information
3. Shortlisted applicants will be invited to an interview process
4. Review of applications will begin September 2019, and may proceed into November depending on the number of applications received
5. Unsuccessful applicants will be advised and will be invited to support NWYAS in other roles and capacities. We value all contributions.

Step Three - Interview Questions:

Note: not all applications will proceed to interview.

These questions will guide the interview process:

- 1 What do you know about North West Youth Accommodation Service INC?
- 2 What skills, attributes or experience will you bring to our team?
- 3 What skills would you like to develop in your time here with us?
- 4 You have seen some of the duties that this position could entail as Treasurer. What tasks do you feel you will most enjoy?
- 5 What tasks do you feel will be the most challenging parts of the role for you?
- 6 What do we need to know about you to make your time with us more comfortable and productive?
- 7 Do you have any questions for us?

Additional requirements:

- It is a **mandatory requirement** for staff at NWYAS to have a Volunteers Working with Children Check (Blue Card). The function of the Management Committee can be met without one-on-one contact with service users but the Management Committee is still required to obtain and maintain a Blue Card.

Provide your Expression of Interest and Resume through mail to:

Manager
PO Box 6307
Mitchelton 4053

or via email to: manager@nwyas.org.au

If you have any questions please contact us on (07) 3855 5233 or email:
manager@nwyas.org.au Queries can be directed to Nicole Walsh, Manager.

Further information about North West Youth Accommodation Service INC can be found on our website at: <http://www.nwyas.org.au>