



POSITION TITLE	State Treasurer
APPOINTED BY:	Girl Guides Tasmania Board
TERM:	Three years with a possible extension of up to two years
DATE:	March 2020
POSITION DESCRIPTION	

BACKGROUND

Girl Guides Tasmania is part of the world-wide movement of more than ten million Girl Guides and Girl Scouts operating in over 145 countries. This progressive, non-political voluntary organisation helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The Association embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organisational leadership at all levels is provided by skilled, open-minded women.

PERSON SPECIFICATIONS

- To support the fundamental philosophy of Guiding.
- To make a commitment of time to the role.
- To communicate clearly.
- To undertake agreed actions in a timely manner.
- To have well developed interpersonal communication and team leadership skills, including facilitation, managing conflict and chairing meetings.
- To attend Finance & Property Committee meetings and Board meetings, giving regular reports and advising on finance matters.
- To attend events as required, if possible.
- To hold a formal qualification in accounting or have practical experience and alternative qualifications to an equivalent standard.
- To have or acquire an overall knowledge of Guiding and the structure of Girl Guides Tasmania.

MAIN PURPOSE OF THE ROLE

- To advise the Board and the Finance & Property committee on matters relating to the financial position of the Association and other financial matters.

KEY RESPONSIBILITIES

1. Attend meetings and present financial reports and advice to the Board and Finance & Property Committee regularly.
2. Review and advise on the annual budget prepared by the State Executive Officer. Present the Budget to the Finance & Property Committee and the Board for approval.
3. Provide input to draft financial policies and overall strategic direction.
4. To monitor the budget, financial reports and implementation of financial policies and internal controls.
5. To monitor special funds and their dispersal in accordance with their terms.
6. To provide advice on the Association's investment strategy and recommend appropriate actions to the Board.
7. To provide oversight for the preparation of yearend financial statements.
and liaise with the appointed auditors.
Lead the review of the appointment of an auditor from time to time.
8. With the State Executive Officer, monitor compliance with the taxation obligations and legislative obligations (applicable to the role) of the Association.
9. To report on the financial position of the Association at the AGM.
10. To prepare for and be prepared to contribute at Board or Finance & Property Committee meetings on all matters raised for discussion.
11. Other tasks as delegated by the Board from time to time.

SPECIFICITIES

Recommended by the State Commissioner at least six months prior to the expiration of her term of office the outgoing Treasurer may make recommendations as to their successor to the State Commissioner.

Appointment is by the Board and the Treasurer is responsible to the Board.

Term is three years. Both the Board and the Treasurer may agree on a further one- or two-year term.