

Victorian Committee of Management Position Description: Treasurer

Who we are

The Wilderness Society (TWS Ltd.) is a not-for-profit, member-based conservation and environmental advocacy organisation with an extensive National supporter base. Established in 1976, we have been at the forefront of Australia's most historic environmental campaigns, including the Franklin River, Fraser Island, Wild Rivers, Marine Parks, Tasmanian forests, numerous World Heritage areas and James Price Point in the Kimberley.

The Wilderness Society supports Indigenous people's land and sea rights, and is committed to working with traditional and historical owners before and during campaigns to protect wilderness and nature.

The Wilderness Society Victoria Inc. (TWSV) is a member of the TWS Ltd federation - a co-operative forum for all TWS organisations.

TWSV campaigns to protect wild and natural areas across the state and is a key advocate for biodiversity protection in Victoria. Central to this is a long running campaign to protect Victoria's native forests, under threat from logging and the implications of climate change. This campaign is part of TWS's national forest campaign agenda which seeks to protect all of Australia's high conservation value native forests. TWSV works collaboratively with other regional, state and national environmental organisations to deliver forest protection in Victoria.

Our Purpose

Protecting, promoting and restoring wilderness and natural processes across Australia for the survival and ongoing evolution of life on Earth.

Our Values

1. Passion for our purpose (above);
2. The power for people to bring about change
3. Organisational independence;
4. Commitment to success in protecting the environment;
5. Compassion.

The Wilderness Society Victoria Inc

1/81-87 King William Street, Fitzroy,
VIC, Australia 3065

(03) 9038 0888
ABN: 50 199 624 393
Reg No: A0048100P

wilderness.org.au
melbourne@wilderness.org.au

Life. Support.

TWS is an equal opportunity employer that embraces principles of non-violence and consensus decision- making.

Employer	The Wilderness Society Victoria, Inc. (TWSV)	Department	Committee of Management
Location	Melbourne	Role	Treasurer, Committee of Management
Salary	Volunteer - Unpaid	Term	Committee of Management (CoM)
Hours	Approx 10-12 per month, largely out of hours	Direct Reports	Victorian Campaigns Manager
Budget	Budget \$500-\$600K per annum		

The Role

The Treasurer position has several constitutional and organisational functions. It is an Office Bearer position, and along with the Convenor and Secretary positions forms part of the Executive of the Committee.

The role of the Treasurer is to maintain an overview of the organisation's financial status and to ensure that proper financial records are maintained in accordance with relevant legal and regulatory requirements.

The Finance function is outsourced to TWS Ltd Finance and therefore the Treasurer works closely with Finance staff in relation to finance and reporting matters.

Primary Tasks and Responsibilities

- Attend monthly management committee meetings and annual strategic planning forums
- Review monthly financial reports and provide reports to the CoM
- Attend TWS Ltd Treasurer's forums and provide reports to the CoM
- Liaise with TWS Ltd Finance staff in relation to financial matters
- Oversee development of the annual budget in May/June and submit to CoM for approval
- Overview completion of annual audit in conjunction with TWS Ltd Finance
- In conjunction with TWS Ltd Finance, ensure the Annual Report is completed and present to the CoM for approval
- Prepare Treasurer's Report on the Annual Accounts and present to the AGM
- Ensure appropriate policies and procedures are in place.
- Ensure financial records are maintained in accordance with statutory requirements

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- In conjunction with TWS Ltd Finance oversee management of short-term deposits
- Contribute to the setting and management of organisational policies and procedures, risk management frameworks and strategic and operational plans
- Provide strategic advice and guidance on strategic and operational matters as required
- Participate in CoM's decision-making processes
- Participate in subcommittees and other processes as required

Essential Selection Criteria

- Strong commitment to TWSV's purpose, culture and values
- Excellent business and financial acumen
- Financial and budget management experience
- Ability to understand detailed financial accounts and to provide relevant reports to the CoM
- Good written and verbal communication skills
- Capacity to foster and support an inclusive and democratic approach to discussions and debate
- High level abilities to problem-solve, resolve conflicts and disputes, and be outcomes and solution-focus
- Good understanding of the organisation's structures, processes, activities, and directions
- Ability to dedicate regular time to TWS Vic responsibilities

Desirable Selection Criteria

- Capacity to establish and maintain productive working relationships with a wide variety of people
- Understanding of non-government (environment) organisations and the NGO sector
- Organisational development and governance experience

Accountabilities

- Legal and constitutional requirements under incorporated association legislation
- Financial accountability requirements
- Member and supporter accountability at AGMs.