

Management Committee – Treasurer

The Wilderness Society (Tasmania) Inc

The Wilderness Society Tasmania (TWS Tas) is a not-for-profit conservation organisation dedicated to the protection and restoration of our wilderness and wildlife in Tasmania.

TWS Tas is part of a federation consisting of other TWS state-based entities and a national entity. TWS National (TWS Ltd) provides the state entities with financial, communication, information technology and human resource services.

TWS was established in 1976 to help save the Franklin River and has since played a significant role in many of Australia's great conservation campaigns. Kakadu, the Daintree, South-west Tasmanian wilderness, the forests of Eastern and Western Australia and the wilderness of Antarctica are among the many places TWS has helped protect. TWS has also played a crucial role in the protection of Ningaloo Reef in WA and the establishment of the Great Australian Bight Marine Park in South Australia.

TWS Organisational Purpose

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

TWS Organisational 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.

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

Job Title: Treasurer, Management Committee

Salary: Voluntary Position – Unpaid

Hours: Approx 10 – 12 hours per month

The Role

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

The role of the Treasurer is to maintain an overview of the organisation's financial status through the support of the TWS Finance Department and report the financial status to the committee of management.

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Primary Tasks and Responsibilities

- Form part of the executive committee with the convenor and secretary.
- Attend monthly management committee meetings, triannual Group Finance Meetings and annual strategic planning sessions
- Review monthly/quarterly financial reports and provide briefings to CoM members.
- Present a financial summary for each monthly committee meeting. A template is provided.
- Oversee the development and finalisation of the annual budget in May of each year.
- Prepare and present an annual budget to CoM for approval.
- Provide any information required by the TWS Finance department in preparation for the annual audit which is undertaken by independent auditor.
- Prepare annual Treasurer's report for the Annual Report and present at AGM.
- Review financial management policies and procedures-
- Provide strategic advice and guidance on financial and operational matters.
- Represent TWS TAS as required in negotiations with and representations to the National Management Committee of TWS Inc. and with senior staff of TWS Inc.
- Approve campaign spend requests from campaign manager when exceeding a set amount.

Essential Selection Criteria

- Excellent business and financial acumen.
- Ability to understand financial accounts and their significance to TWS TAS.
- Financial and budget management experience, ideally with qualifications in accounting
- Strong commitment to TWS TAS's purpose, culture, and values
- Capacity to foster and support an inclusive and democratic approach to discussions and debate.
- High level abilities to problem-solve, resolve conflicting propositions, and be purposeful.
- Ability to dedicate regular time to TWS TAS responsibilities.
- Members of the management committee are required by the constitution not to hold a membership of a political party for the duration of their tenure with the committee.

Desirable Selection Criteria

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

Ideal Qualifications

- Experience of working in an NGO.
- Previous roles on a management committee.

Accountabilities

Legal and constitutional requirements under incorporated association's legislation.

Induction and mentoring

The committee and previous treasurer will provide an induction, mentoring and ongoing support for this role.

There is minimal accounting work to be done in this treasurer role, as there is a finance team that processes invoices incoming and outgoing, and wages. The finance team produces a comprehensive monthly report and other reports as required. The primary function of this treasurer role is to apprise the committee of the TWS financial position each month.