

Position Description

POSITION TITLE	Treasurer – Voluntary Position Committee of Management Office Bearing Position
EQUAL OPPORTUNITY & INCLUSION	Project Respect is an equal opportunity employer. Project Respect utilises the exemption provisions of S88 and S28 of the Equal Opportunity Act 2010 to only employ people who identify as women, or gender diverse people. Project Respect commits to inclusion and actively encourages applications from women and gender diverse people with diverse backgrounds, including those with experiences of the sex industry.
LOCATION	Primarily working from home (most meetings virtual)
REPORTS TO	Committee of Management, through the Chair
OTHER RESPONSIBILITIES	Chair of Finance and Risk Sub-Committee
OTHER SIGNIFICANT RELATIONSHIPS	Executive Director; other Committee of Management Office Bearers (Deputy Chair, Secretary, Treasurer) and members of the Finance and Risk Committee
TIME EXPECTATIONS	Approx 6 hours per month
TERM	Two years, eligible for re-election in line with Constitution
REMUNERATION	Voluntary, unpaid role. Reasonable out-of-pocket expenses reimbursed.

Organisational Overview

Project Respect is a not-for-profit community-based organisation that aims to empower and support women and gender diverse people with experience in the sex industry, and women and gender diverse people who have experienced sexual exploitation (including trafficking).

Our Vision

Project Respect's vision is a world where women are free from trafficking, sexual exploitation, violence, and harm.

Our Purposes

Project Respect's purposes are to:

- Provide support to women and gender diverse people with experience in the sex industry to achieve self-directed goals, including equitable access to services;

- Provide support to women and gender diverse people who have experienced trafficking for sexual exploitation, whether current, historic, international or domestic;
- Advocate for structural change to end sexual exploitation.

We provide a platform to elevate and amplify the voices of, while also being informed and guided by, those with past and present lived experience.

Our Values

Service Users at the Heart Our service users are at the centre of everything we do. Our commitment is to voice, choice, empowerment and collaboration.	Support Safety Safety, access and inclusion are prioritised for all experiences of the sex industry or of exploitation, and in consideration of individual experiences of service users including those who identify as LGBTIQ+, Aboriginal and Torres Strait Islander, diverse migrant cultures, and as living with disability.
Embrace Collaboration Collaboration is central to relationships with service users, organisational partners and the wider community. Relationships are transparent, genuine and respectfully honest.	Welcome Diversity Diversity is celebrated, with emphasis on authentically tailored person-centred service. Services are provided without bias or discrimination. Human rights are centred, with an understanding that best outcomes occur through the sharing of power, rather than the exerting of it.
Be Adaptive – and Courageous A spirit of continuous improvement and learning through strong service user partnership is fostered. Advocacy is informed by service user and community experience, and research. The value of being flexible and adaptive is understood, and includes the ability to reflect and adjust direction and priorities in light of environmental changes, evolving evidence, and a deepened understanding of impact. The need for both adaptation and courage are acknowledged and supported, in the context of amplifying the voices of the lived experience of our service users, to bring about positive and impactful change.	

Project Respect is committed to a diverse workplace where people are free from discrimination and disadvantage and are afforded dignity and respect.

Project Respect commits to LGBTIQ+ inclusion and supports anyone who self-identifies as a woman, including all LGBTIQ+ women, as well as gender diverse and non-binary people.

Project Respect supports women who self-identify as being involved in any part of the sex or adult entertainment industry.

Project Respect supports the decriminalisation of sex work, and the safety of sex workers.

Project Respect is a youth and child safe organisation. We are committed to the safety of all children and young people. We do not tolerate neglect, mistreatment or abuse of any kind.

Project Respect acknowledges the traditional custodians of the land and pays respect to elders past, present and emerging. We also acknowledge that these lands have never been ceded.

What we do

Project Respect works in the following ways to support women:

- **Direct Services**
 - Case coordination: Support and referral working from a person-centred, trauma informed, strengths-based framework
 - Specialised sexual violence counselling: Recovery centred service specialised to the experiences of women and gender diverse people with experiences of sexual exploitation, or, experience of the sex industry and any lifetime experiences of sexual violence
- **Community Engagement and Social Inclusion**
 - Community events for lived experience participants
 - Brothel outreach
- **Sector Capacity Building**
 - Building the capacity of Victoria's broader services sector to better understand and support our community, through training and community services outreach
- **Advocacy & Research**
 - Human rights-based approach
 - Advocate for women's rights against violence, trafficking, and exploitation
 - Elevating the voice of women with lived experience, including through our Lived Experience Advisory Group (LEAG)
- **Additional Referral Pathway (ARP) to the Support for Trafficked People Program (STPP):**
 - Consortium partner supporting the Salvation Army delivered program which provides an alternative referral pathway to the STPP, to support the journey to recovery for victim survivors experiencing or escaping modern slavery. The Salvation Army practitioner is co-located with Project Respect approximately 2 days per week.

Position Summary

The Project Respect Treasurer is a voluntary, office bearing position within the Project Respect Committee of Management. The role supports the Committee of Management in contributing to the organisation's strategic direction and governance.

The Treasurer role supports the Committee of Management in meeting its compliance and financial duties by overseeing the organisation's finances and reporting against budget. The role supports the Executive Director in ensuring the Committee has clear, timely financial information to make good decisions. The Treasurer also chairs the Finance and Risk Sub-Committee.

Financial accounting functions are the primary responsibility of the Executive Director, supported by an external bookkeeper. The Treasurer role provides governance oversight and is also required to provide fortnightly payment approvals for the purpose of achieving segregation of duties.

The organisation's current revenue received is approximately \$750,000 per year with the primary source of revenue being the Victorian State Government, as a provider of services to the Department of Family, Fairness and Housing within the Victorian Family, Domestic and Sexual Violence sector.

Key Responsibilities

Role specific:

1. Financial Oversight

- a. Monthly review of the organisation's internal financial reporting, as prepared by the Executive Director, and monitor for financial risk;
- b. Fortnightly approval of organisational payments, including invoices and payroll, as prepared by the Executive Director and external bookkeepers;
- c. Support the Executive Director in acquittal of grants where required.

2. Budgeting and Planning

- a. Review and consider the budgets prepared by the Executive Director, including understanding assumptions, forecasts and the bases of the budget;
- b. Ensure Committee strategic planning is reflected in budgets and forecasts;
- c. Review the Executive Director's monthly reporting of budget vs actual results and consider impacts of any significant variances.

3. Reporting

- a. Coordinate with the Executive Director in presenting the monthly financial report to the Finance and Risk Committee, and high level reporting to the Committee of Management, ensuring plain language translation for non-financial Committee members;
- b. Following review by the Finance and Risk Sub-Committee, report on the status of risk registers to the full Committee of Management;
- c. Approve the audited annual financial statements, and present these at the Annual General Meeting.

4. Governance, Compliance and Risk

- a. Ensure strong and effective finance and risk communication with the Chair, Office Bearers, and all Committee of Management members;
- b. Chair the Finance and Risk Sub Committee, including review of the risk registers as prepared by the Executive Director;
- c. Maintain overview of compliance with the organisation's constitution, regulators, funders in consultation with the Executive Director and in review of reports prepared by the Executive Director;
- d. Collaborate with the Executive Director on the finance and risk policies and procedures of the organisation, ensuring these are fit for purpose;

- e. Oversee appointments of bookkeepers, auditors, insurers and banking providers.

5. General Committee Duties

- a. Attend and prepare for Committee and Sub-Committee meetings and the AGM;
- b. Support the Secretary in preparation of minutes where required;
- c. As a Responsible Person of the organisation, meet the ACNC Governance Standard 5 duties: act with reasonable care and diligence and honestly in the organisation's best interests, manage its finances responsibly, not misuse your position, and disclose conflicts of interest;
- d. Contribute to strategy, policy, and the Committee's overall performance;
- e. Maintain a diversity and inclusion focus, incorporating Project Respect's support of intersectional communities including migrant and refugee women and gender diverse people, Aboriginal and Torres Strait Islander community members, LGBTQIA+ community members and women and gender diverse people with a disability who have experience in the sex industry or who have experiences of sexual exploitation (including trafficking).

Selection Criteria

Required:

1. Strategic Financial Management skills;
2. Accounting qualifications, including CA/CPA Professional Membership;
3. Knowledge and experience of contemporary best practice corporate governance (particularly in the not-for-profit context);
4. Understanding of, and alignment with feminist principles and how they can be applied in a Committee of Management context;
5. Experience working effectively and collaboratively within a Committee of Management, Board or similar context;
6. Eligible to serve as a Committee member under the constitution and relevant legislation, including not being a disqualified person under the ACNC Act.

Highly Valued (not mandatory):

7. Skills as a sector strategist or thought leader, and be well networked in this respect;
8. Ability to think strategically, ideally within the context of relevant State and Commonwealth Family Violence and Modern Slavery National Plans, policies, and priorities;
9. High level reputation and networks in the broader business and/or public sector, or local community services, social justice, women's health communities and associated key stakeholders, with the ability to effectively engage and communicate with those stakeholders;
10. Previous experience at board level (particularly NFP or FDV-related boards);
11. Knowledge, or understanding and appreciation, of the implications arising from State and Commonwealth family and sexual violence sector reforms, decriminalisation of sex work, and/or contemporary responses to victim survivors of modern slavery;
12. Knowledge, experience, and networks related to sex work, women's well-being (including government Policy), immigration, women's health, women's legal services, or resource allocation;

13. A formal governance qualification from an Australian institution; and/or
14. Experience as a Lived Experience Advocate, either with experiences in the sex industry, or experiences of sexual exploitation.

What We Offer

1. A meaningful opportunity to contribute your skills to a community-led organisation supporting women and gender diverse people;
2. Orientation and induction, including support from the Chair and Executive Director;
3. Financial information prepared by a skilled Executive Director, supported by an external bookkeeper
4. A Committee culture that protects privacy, confidentiality and disclosures of lived experience
5. Professional development opportunities and opportunities to represent the organisation
6. Directors and Officers Liability and Volunteer Insurance coverage

Other Information

In accordance with our Constitution, Project Respect utilises the exemption provisions of S88 and S28 of the Equal Opportunity Act 2010 to only employ people who identify as a woman or are gender diverse. Applicants for Committee of Management positions must meet these criteria.

- This is a voluntary position and does not create an employment relationship
- Eligibility for Committee membership requires membership to the Incorporated Association (Project Respect Inc), as required by the Project Respect constitution
- Appointment is initially by the current Committee to fill a vacancy, then confirmed at the next Annual General Meeting where notice periods are met
- **All offers are subject to a satisfactory Working with Children Check and Police Records Check**
- Project Respect is committed to providing a safe, healthy and friendly working environment. All employees, volunteers and students are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety
- Project Respect expects all employees, students and volunteers to understand and behave in accordance with our principles, purpose, values and codes of conduct and ethics.