**[insert organisation name/logo]**

**Position Description for Board Treasurer**

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| **Board Member Position**  | **Board Treasurer** |
| **Function** | Lead the governance of [organisation], optimise its performance and ensure compliance with legal requirements.  |
| **Term** | **[Insert number of years]** years commencing on **[insert date of appointment]** |
| **Date of this Position Description**  | **[Insert date of the last review of the document]** |

**Position requirements**

Attendance at **[insert organisation name]** Board meetings and at relevant **[insert organisation name]** events.

A time commitment of [X] hours per month [approximately 25% more hours than for general Board member]

Attendance at the Annual General Meeting.

Knowledge and skills in Finance

Willingness to participate in the Finance & Audit Committee [insert appropriate name]

High level of commitment to the work of **[insert organisation name]**.

Willingness to invest in developing own governance skills.

Be informed of the services provided by **[insert organisation name]** and support them publicly.

Prepare for and participate in the discussions and the deliberations of the Board.

Be aware of and abstain from any conflict of interest.

Adherence to the **[insert organisation name]** Code of Conduct.

**Board member responsibilities**

**Planning**

Participate in the development and endorsement of **[insert organisation name]**’s mission and values

Participate in the development and endorsement of **[insert organisation name]**’s strategic plan.

Approve operational policies and monitor **[insert organisation name]**’s performance against policies and the strategic plan.

Review and endorse **[insert organisation name]**’s annual budget and other financial plans.

**Organisational**

Understand and work to the **[insert organisation name]** Constitution.

Select, monitor, appraise, advise, support, reward and when necessary, the CEO/Manager.

Contribute to effective Board recruitment and succession planning

Foster a positive working relationship with other Board members and the organisation staff

Review the performance of the Board and participate in performance improvement.

**Operations**

Review the financial structure and long-term planning through the Finance & Audit Committee to ensure it is adequate for the organisation’s current needs and long-term strategy

Provide constructive criticism, advice and comments to the CEO/Manager on organisational improvement.

Approve major decisions in line with Board roles and responsibilities set out in the Governance Policy.

Participate in high level complaint and grievance management as required.

**Financial operations**

Closely monitor financial performance through the Financial & Audit Committee

Ensure that the financial structure is adequate for the organisation’s current needs and long-range strategy

Ensure that the board is properly and adequately informed of the financial status of the organisation and its operations

Ensure that published reports properly reflect the financial status of the organisation

Ascertain that appropriate conflict of interest policies are in place and that they are monitored and enforced

Recommend an independent auditor to the Board for appointment at the AGM, subject to approval by members

Through the Finance & Audit Committee, review compliance with relevant legal requirements

Ensure appropriate risk assessment and risk management procedures are in place

**Advocacy and representation**

Review and endorse the marketing and fundraising plan annually

Promote the organisation’s interests actively within the broader community.

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| **Verification** |
| I have read and agree to the position description for Board Treasurer.  |
| **Position holder’s name** |  |
| Signature |  |
| Date |  |