

LEUKODYSTROPHY AUSTRALIA

ROLE DESCRIPTION & TERMS OF AGREEMENT FOR TREASURER

(Name of Treasurer)

POSITION TITLE: Volunteer – Committee of Management –Treasurer
LOCATION: Within Australia.
RESPONSIBLE TO: Committee of Management
AWARD: Role is voluntary

KEY OBJECTIVES OF THE SERVICE

Leukodystrophy Australia (The Australian Leukodystrophy Support Group Inc.) is a national, Melbourne-based, Not-For-Profit organisation that provides assistance and information to those affected by leukodystrophy, and supports research into leukodystrophy.

POSITION JUSTIFICATION:

As the governing body of the incorporated organisation, the Leukodystrophy Australia Committee of Management is responsible for all aspects of organisational governance, including financial accountability requirements and strategic planning. The appointment of Committee members occurs according to the organisation's Model Rules.

Committee members may provide their role on the basis of having a personal experience of leukodystrophy either themselves or through family or close friends, or through a personal or professional commitment to the furthering of Leukodystrophy Australia's values, aims and objectives.

To the extent possible, Leukodystrophy Australia seeks Committee representation from all Australian States and Territories.

KEY OBJECTIVES OF THE POSITION:

1. Ensure Leukodystrophy Australia complies with current reporting and taxation requirements, legislation and relevant accounting standards.
2. To represent the values, aims and objectives of Leukodystrophy Australia.
3. To develop, monitor and review the strategic directions of Leukodystrophy Australia.
4. To receive and contribute to constructive working relationships with other Committee members, volunteers and employees based on the values of respect, cooperation, and collaboration.

5. To contribute to the effective function of the Leukodystrophy Australia Committee through participation in regular meetings and provision of local reports and other input as required.

6. QUALIFICATION REQUIRED FOR THE POSITION:

This position is a voluntary position, requiring an understanding of Bookkeeping. It would be advisable to have a formal qualification, including knowledge of Xero accounting.

ESSENTIAL CHARACTERISTICS REQUIRED FOR THE POSITION

- Awareness of the impact of leukodystrophy or rare disease in general.
- A commitment to represent the interests of individuals and families affected by a leukodystrophy.
- An ability to listen to and respect experiences and points of view that vary from one's own.
- A willingness to function within Leukodystrophy Australia's Vision & Mission, values, aims and objectives including Privacy and Confidentiality Policy.
- A willingness to participate in further development opportunities supported by Leukodystrophy Australia, subject to local availability or provision of travel assistance.
- A high level of interpersonal and communication skills.

RESPONSIBILITIES OF THE ROLE

- Attend and participate constructively in Committee of Management meetings.
- Contribute to the governance of Leukodystrophy Australia, ensuring that all governance activities are consistent with the organisation's Model Rules and in a timely and professional manner.
- Provide information or advice to the Committee of Management as required.
- Contribute to the widening of Leukodystrophy Australia networks, including social, medical, service and volunteer networks.

CORE TASKS

- Prepare Annual Financial Reports for AGM.
- Prepare Quarterly Treasurer's Reports for Committee meetings.
- Prepare Annual Budget.
- Liaise with Office Manager.
- Co- authorise payments via internet banking.
- Co- authorise Requests for Family Assistance.
- Assist Office Manager/Public Officer with finance-related matters, when required.
- Review Financial Procedures Manual annually.
- Become familiar with Xero Accounting software.
- Prepare and submit BAS/PAYG (if not possible, our accountants can do this).

Attendance at Meetings

I agree to attend all scheduled and extraordinary Management Committee meetings. If I am unable to attend a meeting, I agree to give the maximum notice possible.

Resignation of Member

In the event that I must resign, I agree to give one month's notice in writing and will make every effort to find a replacement person for the Management Committee.

Expulsion of Member

I am aware that I can be expelled from the Management Committee as per the Model Rules, for missing three meetings in a row without providing acceptable reasons.

.....
(Signed)

.....
(Date)