



## Position Description

<b>Position Title:</b>	<b>Treasurer (non-Indigenous)</b>
Reporting to:	Co-Chairs/Management Committee
Base location:	Redfern with flexibility to work remotely or on site as agreed
Status:	4 x hybrid board meetings plus AGM and prep time (aprox 2 hours per meeting)
Period:	To 15 December 2024, or until the AGM election, whereby the role will undergo re-election by the membership
Classification:	Social, Community, Voluntary role
Last updated:	March 2024

### About Reconciliation NSW

Established in 1997, Reconciliation NSW is the peak non-profit organisation working to lead, educate and inspire the people of NSW to engage in reconciliation.

Our members include First Nations and non-Indigenous people and organisations working together to advance reconciliation in their communities. Through our board, our members, Local Reconciliation Groups, volunteers, and partners, our programs and public events work to support, educate and inspire the people of NSW to create a more reconciled, just and equitable community for Aboriginal and Torres Strait Islander peoples and other Australians in NSW.

### Our Purpose

We advance reconciliation in NSW by promoting equitable and just communities that acknowledge and respect Aboriginal and Torres Strait Islander peoples, cultures and values.

### Acknowledgement

Reconciliation NSW acknowledges the traditional owners of the country throughout NSW and recognises their continuing connection to land, waters and community. We pay respect to them and their cultures; and to their elders both past and present. We respect Aboriginal peoples as the First peoples and custodians of NSW.

### Position Summary

The Treasurer is a key member of the Management Committee. He or she is responsible for the management of Reconciliation NSW's key financial affairs and should assist with building Reconciliation NSW's capacity through fundraising.

The Management Committee is an elected, representative, collective decision-making body charged with the oversight of the organisation as a whole. The function of the Management Committee of Reconciliation NSW is to collectively ensure the delivery of the organisation's objects, to set its strategic direction, and to uphold its values. The Management Committee should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial, and ethical obligations. There must be equal representation of Indigenous and non-Indigenous members on

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the Management Committee.

## Key Responsibilities

- Ensure that all money due to the association is collected and received and that all payments authorised by the association are made
- Ensure that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association
- Oversee the financial management of Reconciliation NSW
- Ensure the effective and transparent financial management of Reconciliation NSW
- Work closely with the staff and other Management Committee members to develop Reconciliation NSW's annual budget
- Work closely with the staff and other Management Committee members to ensure that effective budgets are developed for individual Reconciliation NSW projects as required
- Ensure that Reconciliation NSW is able to build its financial capacity through fundraising
- Ensure that budgets are delivered to the Management Committee for approval
- Ensure that regular financial reports are delivered to the Management Committee in a format that is readable and easy to understand
- Ensure that faithful financial records are kept for all expenditure connected with the business and affairs of Reconciliation NSW
- Act as one of the key signing authorities for payment authorisations, cheques, contracts and other instruments as required
- Deliver a detailed financial report of Reconciliation NSW's activities to membership at the general meeting, and
- Other duties as required of Management Committee members.
- Must be willing to undertake a Working with Children & Federal Police Criminal Check

## Expectations of Directors

Board Directors are expected to:

- Be familiar with and meet the general requirements of a company director set out by the Australian Charities and Not-for-Profit Commission (ACNC)
- Be kind, ethical and committed to reconciliation, justice and equity.
- Be fully prepared for, and constructively contributing to regular Board meetings and the AGM (approx. 5 per year)
- Contribute to strategic, operational and financial decision-making as appropriate
- Participating in sub-committees / working groups as required
- Taking on a portfolio role as and when required

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- Attending networking events whenever possible
- Dealing with “out of session” issues, by email or teleconference
- Representing Reconciliation NSW to the broader community if required (\*note Co-Chairs and CEO usually assume this role)
- Provide oversight and guidance for Reconciliation NSW operations once established, ensuring appropriate frameworks are in place to monitor, mitigate and manage risks.

## Desired Personal Attributes of Management Committee

- Team player with strong communication skills
- Attention to detail, good problem solving and analytical skills
- Self-motivated, organised and outcome focused
- Ability and willingness to challenge and probe

## Time Commitment Required

Attendance at up to 6 Board Meetings/AGM (1-2 hours) per annum, plus time for report preparation, accounts reconciliation and financial administration.

## Skills, Qualifications and Experience

- Experience in finance/accounting and working knowledge of related legislation (required)
- Experience in NFP sector (desirable)
- CA/CPA or similar qualification (highly desirable)
- Previous board experience (desirable)