

Treasurer – Committee of Management

About the Orbost Exhibition Centre on the Snowy River Inc:

The Orbost Exhibition Centre on the Snowy River Inc (OEC) is a vibrant hub for artistic expression, located in the heart of the beautiful town of Orbost. The centre hosts a diverse range of exhibitions, showcasing local and international artists, along with educational programs, workshops, and community events that align with our mission. The OEC strives to create an inclusive space that encourages creativity, cultural exchange, and lifelong learning.

Position Purpose:

The Treasurer of the Committee of Management is responsible for overseeing the financial management and reporting of the Orbost Exhibition Centre on the Snowy River Inc. The Treasurer works closely with the Committee and staff to ensure the organisation's financial stability, transparency, and compliance with relevant laws and regulations.

Key Responsibilities:

1. Oversee the development and implementation of financial policies, procedures, and internal controls to ensure the OEC's financial stability and integrity. Working knowledge and willingness to use Xero.
2. Monitor and report on the OEC's financial performance, including preparing and presenting regular financial reports to the Committee of Management.
3. Work with the Artistic Director and financial staff to develop and manage the annual budget, ensuring alignment with the organisation's strategic objectives.
4. Ensure compliance with relevant financial laws, regulations, reporting requirements, and the ACNC's Governance Standards, including the preparation and submission of annual financial statements and tax returns and DGR status compliance.
5. Liaise with external auditors and oversee the annual audit process if required.
6. Provide financial analysis and advice to support the Committee's decision-making processes.
7. Contribute to the development and implementation of the OEC's strategic plans, ensuring financial feasibility and sustainability.
8. Regularly review and update the OEC's financial management systems and processes to improve efficiency and effectiveness.
9. Manage fortnightly payroll and staff payroll on-boarding and off-boarding.
10. Provide payroll, DGR-status staff benefits, and other financial advice and leadership to the committee.
11. Serve on sub-committees or working groups as required, providing expertise and support in specific areas of governance or operations.
12. Assist in the recruitment, induction, and development of new Committee members, promoting diversity and skill development within the organisation.

Prepared: 13 August 2024

Approved by Committee: 13 August 2024

To be Reviewed: Annually or as needed.

Recommended Skills and Qualifications:

1. Demonstrated experience in financial management, preferably within the not-for-profit or arts sector.
2. Strong understanding of accounting principles, financial reporting, and budgeting processes.
3. Knowledge of relevant financial laws and regulations, including those related to not-for-profit and DGR registered organisations and ACNC registered charities.
4. Ability to analyse and interpret financial data and provide clear, concise reports to the Committee.
5. Excellent communication and interpersonal skills, with the ability to explain financial concepts to non-financial stakeholders.
6. Proficiency in accounting software Xero.
7. Passion for the arts and a commitment to supporting the financial sustainability of the Orbost Exhibition Centre on the Snowy River Inc.
8. Be a "suitable and responsible person" as outlined by the ACNC, and discharge the duties of a responsible person according to ACNC guidelines.
9. Ability to work collaboratively in Google Docs.

Credentials viewed favourably:

1. Police Check
2. Working with Children Check
3. Responsible Service of Alcohol (when volunteering at events)
4. First Aid/CPR

Induction, Training, Mentoring, and Support:

The elected Treasurer will receive a comprehensive induction to the role by the outgoing Treasurer, including an overview of the OEC's history, mission, and strategic objectives. Reasonable endeavours will be made to facilitate access to the following training, mentoring, and support:

1. Governance training, focusing on the roles and responsibilities of the Committee of Management, legal obligations, and best practices in not-for-profit governance.
2. Mentoring from an experienced Committee member or external mentor to provide guidance and support in navigating the challenges of the role.
3. Access to professional development opportunities, such as workshops, conferences, and networking events, to enhance leadership skills and stay informed about industry trends.
4. Regular check-ins with the Committee to discuss progress, challenges, and opportunities for growth.

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Time Commitment:

The Treasurer is expected to dedicate an average of 15-30 hours per month to their role, including attending monthly Committee meetings, delivering on any commitments accepted within the role, reviewing documents, managing payroll in Xero and overseeing organisational financial processes with staff.

Term:

The Treasurer is elected by the organisation membership at the Annual General Meeting (AGM) for a term of one year, with the option to stand for re-election for additional terms.

Confidentiality:

The Treasurer must maintain confidentiality regarding sensitive information related to the OEC, its staff, volunteers, and stakeholders.

Conflict of Interest:

The Treasurer must declare any potential conflicts of interest and recuse themselves from decisions where a conflict exists.

How to Apply:

Interested candidates must be a paid member of the organisation for at least 2-weeks prior to the AGM and submit a conforming nomination form by the required date. They must attend the AGM online or in-person for election.

The Orbest Exhibition Centre on the Snowy River Inc is committed to creating an inclusive and diverse environment and welcomes applications from all backgrounds. Join us in delivering our mission for and on behalf of the community, creating memorable experiences for our visitors and supporting the growth of the local arts community.