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## Treasurer - Mansfield Autism Statewide Services

Mansfield Autism Statewide Services is an independent, not-for-profit organisation supporting young people and their families living with autism. We are based in Mansfield in northeast Victoria and offer a state-wide service to the whole of Victoria.

We are seeking a Treasurer to join our existing Board. The Treasurer position is a governance position; day to day financial matters are managed by the CEO and Finance Manager. Please see the enclosed Treasurer position description for more detail.

### About the Board

The Mansfield Autism Board has specific tasks:

- Ensure Mansfield Autism meets its contractual, ethical and legal obligations.
- Ensure Mansfield Autism's objectives are developed and sustained, engage in strategic and business planning and monitor progress.
- Promote and maintain a culture of safety and rights for all Mansfield Autism clients, staff, families and volunteers.
- Engage in regular and systematic review of organisational risks.
- Ensure organisational resources are sufficient and well managed, to ensure the ongoing viability of the organisation.

### Role requirements

The Treasurer role will involve:

- Preparing for, attend and participate in monthly Board meetings and Annual General Meeting
- A willingness to uphold and contribute to Mansfield Autism's values: honesty, integrity, loyalty, dedication and a sense of fun
- High level commitment to Mansfield Autism's purpose
- Knowledge and skills in one or more areas of board governance: policy, programs, finance and/or personnel
- Knowledge of the accounting, financial, tax, legal, and investment rules and requirements applicable to Mansfield Autism
- Previous or current leadership experience in business accounting or finance.

## **Expressions of interest**

Please email expressions of interest including a CV and a cover letter explaining why you are interested in joining the Mansfield Autism Board as Treasurer, and what skills you bring. Please also address your ability to meet the role requirements listed above.

Email your expression of interest to [Board@autismmansfield.org.au](mailto:Board@autismmansfield.org.au) by Monday 27 February 2023.

Appointment is subject to confirmation by members at the March 2023 Annual General Meeting, and then subject to re-election once every 3 years.

## **Questions?**

If you have any questions about the Treasurer role please contact Tessa de Vries on 5775 2876 or at [Board@autismmansfield.org.au](mailto:Board@autismmansfield.org.au)

# Position Description

**Job title:** Treasurer, Mansfield Autism Statewide Services

**Hours:** Two hours per month

**Location:** Mansfield, Victoria

**Term:** Appointment is subject to confirmation by members at the 2023 Annual General Meeting, and then subject to re-election once every 3 years.

## About Mansfield Autism

Mansfield Autism Statewide Services is an independent, not-for-profit organisation supporting young people and their families living with autism. We are based in Mansfield in northeast Victoria and offer a state-wide service to the whole of Victoria.

## Our purpose

Improve the lives of autistic people and their families by providing individualised and integrated services.

## Our philosophy

“The child’s family are their most important teachers” - Dr Joan Curtis, Founder.

## Board function

The Board is Mansfield Autism’s governing body which derives its status, powers and responsibilities from the relevant legislation and its Constitution. The Board has specific tasks:

- Ensure Mansfield Autism meets its contractual, ethical and legal obligations.
- Ensure Mansfield Autism’s objectives are developed and sustained, engage in strategic and business planning and monitor progress.
- Promote and maintain a culture of safety and rights for all Mansfield Autism clients, staff, families and volunteers.
- Engage in regular and systematic review of organisational risks.
- Ensure organisational resources are sufficient and well managed, to ensure the ongoing viability of the organisation.

## Board member requirements

- Prepare for, attend and participate in monthly Board meetings and Annual General Meeting
- A willingness to uphold and contribute to Mansfield Autism’s values: honesty, integrity, loyalty, dedication and a sense of fun
- High level commitment to Mansfield Autism’s purpose
- Knowledge and skills in one or more areas of board governance: policy, programs, finance and/or personnel
- Knowledge of the accounting, financial, tax, legal, and investment rules and requirements applicable to Mansfield Autism
- Previous or current leadership experience in business accounting or finance
- Willingness to invest in developing governance skills
- Be informed of the services provided by Mansfield Autism and support them publicly
- Be actively aware of and actively manage any real or perceived conflicts of interest.

# Responsibilities

## Planning

- Approve mission and values
- Review and approve the Strategic Plan and monitor the organisation's performance against the Strategic Plan and any business plans
- Approve organisational policies related to governance and child safety
- Review and approve the organisation's budget annually and monitor financial performance.

## Advocacy and Marketing

- Assist with fundraising and development
- Review and endorse the marketing fundraising plan annually
- Promote Mansfield Autism's interests actively within the broader community in accordance with the Code of Conduct and marketing and fundraising plan.

## Organisation

- Select, monitor, appraise, advise, support, reward and performance manage the CEO
- Ensure that management succession plans are in place
- Foster a positive working relationship with other Board members and staff
- Contribute to effective Board recruitment and succession planning
- Review the performance of the Board annually and take steps to improve its performance.

## Operations

- Review results achieved by Mansfield Autism, aligned with the organisation's philosophy, goals and the performance of similar organisations
- Be sure that the financial structure is adequate for the organisation's current needs and long term strategy
- Provide candid and constructive criticism, advice and comments
- Approve major decisions, such as capital expenditure and major program and service changes.

## Additional financial operations (Treasurer role)

- Closely monitor financial performance through reports from the Finance Manager
- Oversee Mansfield Autism's banking and Asset Register togetherwith the Finance Manager
- 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 position of the organisation and its operations
- Ensure that published reports properly reflect the financial position of the organisation
- Recommend an independent auditor to the Board for appointment at the AGM
- With the Finance & Remuneration Committee, review compliance with relevant legal, accounting and risk management policies and procedures.
- With the CEO and Finance Manager, ensure Mansfield Autism's compliance with all applicable tax arrangements
- Chair Finance & Remuneration Committee

## Audit and risk

- Be assured that the Board and its committees are properly and adequately informed of the condition of the organisation and its operations
- Be assured that published reports properly reflect the operating results and financial position
- Ascertain that appropriate conflict of interest policies are in place and that they are monitored and enforced
- Review compliance with relevant legal requirements
- Ensure appropriate risk assessment and risk management procedures are in place.

## Other duties

- Govern the organisation according to the broad governance policies developed by the Board
- Establish overall long and short-term goals, objectives and priorities for Mansfield Autism in meeting the needs of the community/stakeholders
- Promote organisation membership through community networking and other opportunities
- Be accountable to funders for the services provided and funds expended
- Monitor and evaluate the effectiveness of the organisation through a regular review of programs and services.

## Governance Principles

The Mansfield Autism Board has endorsed the following principles to underpin its operation and work:

- **Best interests of the organisation:** Directors act only in the best interests of the organisation, free of considerations of personal advantage or outside influence
- **Leadership:** Directors actively promote the values, mission and broad interests of the organisation when dealing directly with members, stakeholders and the community
- **Strategic focus:** Directors focus on strategic matters and delegate operational management
- **Compliance:** Directors ensure that the organisation meets all its legal, contractual and policy obligations
- **Accountability:** Directors are accountable to and ensure effective communication with the organisation's members, partners and other stakeholders
- **Partnership and delegation:** Directors work in open and constructive partnership with the CEO and establish clear delegation for the management of the organisation
- **Safety:** Directors recognise their responsibility to promote the cultural safety and prevent the abuse of children and vulnerable adults with disability, and also those of Aboriginal background and cultural and linguistic diversity

*Mansfield Autism Statewide Services are committed to promoting and protecting at all times the best interests of children and young people involved in its programs. Any child in contact with Mansfield Autism Statewide Services has the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance towards child abuse. All Board members must have/or be willing to apply for a Working with Children Check, a Police Check and abide by the Mansfield Autism Code of Conduct.*