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ATHRA BOARD MEMBER – TREASURER (FINANCE)

STATUS: This position holds a place on the
EXECUTIVE COMMITTEE/BOARD MEMBER

TERM: The terms of this position are as follows:

Time Frame:	Must be available for period of tenure (indicatively 2 years)
Resources:	Out of pocket expenses including phone, travel, consumables (approved by the Board)
Recognition & Reward:	Reduced fees, suitable gift on completion of this term (approved by the Board) Honorary as approved

OBJECTIVES OF THE POSITION:

Provide effective financial management to ensure the future financial stability and growth of ATHRA.

Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of ATHRA's funds.

Monitor income and expenditure to ensure all committees, groups and individuals maintain budgetary restraints and the relevant processes.

KEY OBJECTIVE FOR THIS POSITION

To support the executive committee/board in maintaining high standards of financial record keeping, policy implementation and communication within the Association.

FUNCTION OF THE POSITION:

Maintain the financial records of ATHRA.

Ensure the future financial stability and growth of ATHRA through appropriate financial management (budget – cash flow forecasts).

Communicate the financial position of ATHRA on request and at all the ATHRA's operational meetings.

INTERACTION: The position will be expected to interact with these committee/individual positions:

Regional Managers	Registration, fund-raising & event officers	General public
Executive Committee & Board	Government agencies	Staff
Groups and Sub-committees	Members/Stakeholders	Corporate Partners

OUTCOMES /PERFORMANCE MEASURES	
OUTCOME	KPI (HOW WE WILL MEASURE SUCCESS)
Successful financial planning	All future budget requirements and investments are managed effectively and maintained appropriately.
Successful financial management	All committees and individuals always follow budgetary and financial management requirements. All financial records are accurate, maintained and up to date. All financial reports are provided monthly.
Meet government requirements	All legislation, grant and acquittal processes are managed and delivered in the formats/processes required to meet legal obligations.
Operational objectives achieved in timeframe	All operational task /actions are delivered within the designated timeframes of the operational plan. All specific actions stipulated on the position task sheets are completed within the timeframes and to the standard required.

VISION	Improve and develop ATHRA and secure its future.
VALUES	Develop ATHRA in order to promote our members, volunteers and spectators whilst delivering their needs.
GOAL	Develop ATHRA to meet its aims, goals and objectives.

TRAINING REQUIREMENTS FOR THIS POSITION: The holder of this position requires training in these areas in order to promote success:

Training in the accounting package used by ATHRA

Data collection process

Training as determined by the Board

POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION:

POLICY AND/OR PROCEDURE	Y/N	POLICY AND/OR PROCEDURE	Y/N
Volunteers' Of Conduct	Y	Support	Y
Volunteer training	Y	Computer Literacy	Y
Volunteer management	Y	Children and young people	Y
Risk management	Y	Child protection	Y
Equal opportunity	Y	Substance and alcohol abuse	Y
Harassment	Y	Discrimination	Y
Grievance procedures	Y	Incorporation requirements	Y
Recruitment selection and placement	Y	Code of Conduct – technical personnel	Y
Disciplinary action	Y	Code of Conduct – compliance by all	Y

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed

DATE / / **BY** **Entire Board**

Was conducted in consultation with the person/s holding this position

REVIEW OF POSITION PERFORMANCE:

This individuals performance will be reviewed

DATE / / **BY** **2 persons elected by the Board + 1 external person**

Was conducted in consultation with the person/s holding this position

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of ATHRA.

I hereby agree to regularly attend committee meetings, special meetings and Association functions required of my position.

I accept that if I am unable to complete my responsibilities in accordance with the determined expectations, that **I will vacate** the position immediately; and/or acknowledge the Association will have the right to declare the position vacant

POSITION HOLDER

NAME

SIGNATURE

DATE