

## ACD Treasurer and Board Member Position Description

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### About ACD

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ACD is the leading organisation advocating for children with disability and their families in Victoria. We are a not-for-profit organisation led by and for families.

Our vision is for children with disability and their families to have the same rights and opportunities as other children and families.

We **empower** families with knowledge, skills and confidence to achieve the best for their children.

We **advocate** for children with disability and their families.

We **educate** service providers, professionals and the community to be inclusive of children with disability and to work in partnership with families.

We **influence** government and public policy to advance the rights of children with disability and their families.

### ACD Financial Management

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ACD has a turnover of around \$1.6 million, the majority of which is government funding. ACD has 20 staff, which are a mix of full-time, part-time and casual staff.

The CEO oversees the day to day financial operations. Payroll, accounts payable/receivable and financial reports are undertaken by an external book-keeper.

### Role of Treasurer

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- Chair Finance and Audit Sub-Committee
- Review monthly financial reports prior to them going to the Board for approval
- Advise on investments, banking, financial procedures
- Oversee annual budget process and 6-monthly reforecasts
- Oversee annual financial reports and annual audit
- Advise on key changes to regulations or legislation relating to accounting or audit standards, ATO, ACNC or Fair Work
- Oversee financial regulatory obligations
- Account signatory

It is desirable that the Treasurer is a practicing CPA or CA and has experience in accounting and financial management in the non-for-profit sector.

## Role of Board Members

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### **ACD Board Members:**

- Set the strategic direction and priorities for the organisation.
- Ensure that the development and implementation of policies, procedures and projects are consistent with the vision and strategic plan mission.
- Oversee financial performance.
- Ensure the provision of responsive, accessible, accountable and effective services.
- Ensure that the quality of services and activities is regularly reviewed and evaluated.
- Support, oversee and evaluate the work of the Chief Executive Officer (CEO).

## Key Responsibilities of Board Members

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### **Provide strategic direction:**

- Maintain a high level of awareness of the work carried out by the organisation and the needs of children with disability and their families.
- Think strategically about the future development of the organisation.
- Assist in making decisions for the good of the organisation, rather than for individual or factional needs.
- Allocate the necessary time required to understand issues and make informed decisions, liaise via email and attend meetings and sub-committee meetings.
- Refrain from getting involved in operational or staff issues other than to pass them on to the President for discussion with the CEO.

### **Legal responsibilities:**

- Understand the legal obligations of the board.
- Oversee ACD's finances and formal accountability to funding bodies, government regulatory authorities and the membership.
- Understand the Constitution, including the rules and policies that guide the board.
- Disclose any financial interest in any contract or arrangement made (or proposed to be made) with the organisation to the Board at the first available Board meeting.
- Maintain the privacy and confidentiality of Board discussions.

### **Attend the following events:**

- Board meetings.
- AGM and Special General Meetings.
- Strategic planning event.
- Stakeholder events.

## AREAS OF EXPERTISE

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ACD's constitution states that 6 out of the 10 board members must be held by relatives of a child with disability or people with disability.

Board members should have an appreciation of life issues facing children with disability and their families.

It is desirable that board members have specific skills in one or more of the following areas: Accounting, Advocacy, Law, Policy, Marketing/Public Relations/Promotions, Human Resources, Management, Philanthropy and the Not for Profit Sector.

## OTHER INFORMATION

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ACD managed by the board which consists of ten Voting Members who are elected from the membership of ACD. The rules governing the election and operation of the board are included in the Constitution.

The board is based on two-year terms, with a 50/50 'staggering' of elections with 5 members up for election at each AGM (with the other 5 at the mid-point of their two-year term and up for election the following year). Vacant board positions are advertised prior to the AGM with nominations submitted in writing prior to the AGM.

The Executive comprises four office bearers: President, Vice President, Secretary and Treasurer. They are elected by the board after the AGM. Executive positions are for one year, although people may re-nominate for an Executive position in subsequent years. The Executive has the power to decide on matters delegated to it by the board. The Executive does not have set meeting times and convenes only when required. Where ever possible, key decisions are discussed by the full board. All Executive decisions are reviewed by board.

A quorum for the conduct of business of a meeting of the board is 5 members. Meetings may proceed without a quorum, but any decisions need to be confirmed at the next meeting.

Sub-committees are formed for specific purposes, are guided by "Terms of Reference" and may be established with delegated authority to develop and implement work in particular areas or projects.

The board usually meets bi-monthly via zoom, from 7 – 9pm on a Wednesday evening. There is no meeting in January.

The Chief Executive Officer (CEO), in consultation with the President, is responsible for preparing an agenda and briefing papers for board meetings. Reports relevant to sub-committees and key work areas are also presented at board meetings.

Board members must be Voting Members of ACD.

Board members are entitled to reimbursement of expenses associated with board commitments, eg. travel, childcare.

Members of the board will operate as individuals, not as formal representatives of a particular group.

Board Members must not be gainfully employed in any way by ACD while they are an elected member of the board.

## General Requirements

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Right to work in Australia.

Successful child safety screening and assessment, including Police Record Check, Working with Children Check and referee checks.

Demonstrate a commitment to ACD's vision and mission and comply with Code of Conduct.

Comply with ACD policy and procedures.

## Accessibility

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Meetings are held via zoom and occasionally in person at our office in Surrey Hills.

Our office is located on the first floor and has ramp and lift access. An accessible bathroom with hoist is available. Meetings are held on the ground floor.