BOARD DIRECTORS- TREASURER (VOLUNTEER)

Threatened Species Conservancy

ORGANISATIONAL OVERVIEW

The Threatened Species Conservancy (TSC) is an independent, not-for-profit organisation that is working to turn around Australia's alarmingly high extinction rate. Despite our wealth, Australia has not only the highest mammal extinction rate in the world but also numerous unique, endemic species going extinct without even being listed or recorded. To date, at least 36 plant and 54 animal species have become extinct and 1,272 native plant species and 449 native fauna species are listed as threatened under the federal *Environment Protection and Biodiversity Conservation Act, 1999.* Additionally, many more species are listed under state threatened species legislations and are not included in these numbers.

TSC are threatened species specialists who have a deep commitment to preventing further plant and animal extinctions. We endeavour to secure Australia's threatened flora and fauna species by working with local communities, government agencies and tertiary institutions to implement targeted on-ground actions and foster connections between people and the natural world. As long-standing practitioners of threatened species recovery, we know that communities can improve the health of Australia's treasured biodiversity. We have also witnessed the benefits to the community that engaging with nature can bring.

CORE VALUES

All TSC staff, volunteers and Board Directors are required to maintain the Core Values of the organisation which are as follows:

COMMUNICATION - Open and transparent decision making, sharing of information and consultation

GROWTH AND DEVELOPMENT - Embracing new ideas and encouraging development

LEADERSHIP AND TEAMWORK - Supporting and inspiring one another, the community and the environment in everything we do

RESPECT AND INTEGRITY - Treating people and our environment with fairness and integrity

RESPONSIBILITY - personal ownership of behaviours to create a better future for the environment, community and our organisation

POSITION DESCRIPTION: TREASURER (VOLUNTEER BOARD DIRECTOR)

Reports To
The Board of Directors

Position Type
Volunteer Board Director and Officer

Term
As determined by the Constitution and Board election process (currently annual but constitution is under review).

Position Purpose

The Treasurer provides leadership and oversight of the charity's financial governance and sustainability. The role supports the Board in fulfilling its fiduciary responsibilities by ensuring appropriate financial management, monitoring financial performance, overseeing compliance with legal and regulatory requirements, and helping the Board make informed financial decisions.

The Treasurer works closely with the Chair, Board members, Chief Executive Officer, and external accountants.

Key Responsibilities
Financial Governance
- Monitor the financial affairs of the charity on behalf of the Board.
- Ensure the Board receives accurate, timely and meaningful financial information.
- Assist the Board in developing and reviewing financial policies and controls.
- Promote sound financial management practices throughout the organisation.
- Support compliance with the charity's Constitution, policies, and relevant legislation including the *Australian Charities and Not-for-profits Commission Act 2012* (Cth).

Financial Oversight
- Prepare (with assistance of external accountants) and present financial reports for bi-monthly Board meetings.
- Monitor the charity's financial performance, cash flow, reserves and financial sustainability.
- Assist in the preparation and review of annual budgets and forecasts.
- Identify and report financial risks and recommend mitigation strategies.
- Ensure appropriate internal controls and financial delegations are maintained.

Compliance and Reporting
- Support compliance with Australian Charities and Not-for-profits Commission (ACNC) requirements.
- Support compliance with Australian taxation obligations, including GST, PAYG, FBT and charity tax concessions where applicable.
- Ensure annual financial statements are prepared and submitted in accordance with applicable accounting standards and regulatory requirements.
- Liaise with external auditors, reviewers and accountants as required.
- Support the preparation and lodgement of the Annual Information Statement and any required financial reports to the ACNC, with assistance from Secretary and Chair.

Strategic Contribution
- Contribute to the development of the charity's strategic direction.
- Assist the Board in assessing the financial implications of strategic initiatives.
- Provide financial insight to support informed decision-making.
- Support long-term financial sustainability and risk management.

Board Responsibilities
As a Director, the Treasurer must:

- Act in good faith and in the best interests of the charity.
- Exercise due care, diligence and skill.
- Maintain confidentiality.
- Declare and appropriately manage conflicts of interest.
- Participate actively in Board meetings, committees and strategic discussions.
- Comply with governance standards applicable to ACNC-registered charities.
- Support a culture of ethical conduct and accountability.
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Authority
The Treasurer has no authority to act independently on behalf of the charity unless specifically authorised by the Board or delegated under approved policies.
The Treasurer's role is primarily one of governance and oversight rather than operational financial management.

Key Relationships

Internal

- Chief Executive Officer
- Chair
- Board Directors
- Staff and volunteers
- Board committees

External

- External accountants
- Banks and financial institutions
- Regulatory bodies including the ACNC
- Funding bodies and key stakeholders

Essential Skills and Experience

- Understanding of financial management principles.
- Ability to interpret financial statements, budgets and cash flow reports.
- Experience in governance, finance, accounting, auditing, business or management (desirable).
- Strong analytical and problem-solving skills.
- Ability to communicate financial information clearly to non-financial stakeholders.
- Commitment to the mission and values of the charity.
- Understanding of the duties of company directors and charity responsible persons.

Desirable Qualifications

- Accounting, finance, commerce, business or related qualifications.
- CPA, CA ANZ, IPA or equivalent professional membership (desirable but not essential).
- Previous experience as a Treasurer, Director or Committee member.
- Experience in the not-for-profit or charitable sector.

Time Commitment
Estimated commitment: approximately 12 hours per month.

- Prepare financial reports for Board meetings (with assistance of external accountants where necessary).
- Review Board papers and financial reports before meetings.
- Attend Board meetings every second month and present on financial reports.
- Attend the Annual General Meeting.
- Provide advice and support between meetings as required.

Performance Measures
Success in the role may be demonstrated through:

- Accurate and timely financial reporting to the Board.
- Effective oversight of budget performance and cash flow.
- Compliance with ACNC and other regulatory obligations.
- Strong financial governance and risk management practices.
- Contribution to the charity's long-term financial sustainability.
- Active and constructive participation in Board decision-making.

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