

## Position Description – Board Member: Treasurer

<b>Position Title</b>	<b>Board Member - Treasurer</b>
<b>Role Type</b>	<p>Part time – i.e. Attendance at:</p> <ul style="list-style-type: none"> <li>• approximately 6 x board meetings per year (held on a weeknight evening as per the board calendar agreed a year in advance);</li> <li>• the annual AGM (held in November each year); and</li> <li>• approximately 4-6 subcommittee meetings (all board members are expected to sit on a subcommittee that meet alternate months)</li> </ul> <p>In addition to involvement in fundraising events and meeting preparation/ subcommittee project work.</p>
<b>Reports to</b>	Chair

We are calling for expressions of interest from people who share our vision of a world where autistic and all neurodivergent people can thrive and live the life they choose.

Candidates should be enthusiastic and values-led aligning with our purpose to support autistic and other neurodivergent children to develop skills that promote independence and choice.

Our mission is to:

- Provide children with high quality services underpinned by Applied Behavioural Analysis, regardless of their financial and social circumstances
- Conduct research that informs our service delivery
- Build awareness and understanding of autism, neurodiversity and best practice ABA

Our board and staff work together to ensure our values are relevant, reflect our mission, and serve as our guiding principles now and into the future:

- Respect – we value the individual
- Trust – we foster relationships
- Equity – we create opportunity
- Joy – we celebrate learning
- Kindness – we care

We extend these across our community, the Learning for Life Village - the children, families, staff, educators and supporters.

We are a passionate not-for-profit organisation – we strive to ensure no one is left behind, no matter what their needs, working with our community to break down the barriers that limit access to the services, funding and support they require.

## THE POSITION

### Role

We are seeking a dedicated and experienced individual to join our Board of Directors as Treasurer. The Treasurer plays a critical role in overseeing the financial health and sustainability of our organisation. This is an excellent opportunity for someone with a strong background in finance or accounting who is passionate about making a difference in the lives of children with autism and their families.

The role of a board member is to advise, govern, assess, question, and oversee policy and assist with the leadership and general promotion of Learning for Life to support the organisation's purpose and goals.

### Board Composition and Term of Office

Learning for Life is an associated incorporation governed by the constitution, with all board members also being the only members of the organisation. Appointment to the board is via resolution of all existing board members and requires application for membership to Learning for Life to then become a board member. The Learning for Life constitution governs the election and composition of the board. The board comprises a maximum of 10 members, including the Chair, Deputy Chair and Treasurer. The role of Secretary may be carried out by a board member or a non-board member.

Board members will be appointed based on the mix of skills and qualities deemed appropriate by the board pursuant to an assessed role matrix. Assessment of board composition is continually reviewed to ensure the board is sufficiently diversified in skill and quality and has the required mix of knowledge and experience to effectively support the mission and goals of Learning for Life.

Board members (including Office bearer roles) are appointed for a term of 3 years (up to a maximum of 3 consecutive terms) at which time they may be reappointed by member resolution.

### Board Member responsibilities

The Learning for Life board offers mission-driven leadership and strategic governance for our organisation. Board members also participate in subcommittees to distribute governance responsibilities (unless serving as a Patron), ensuring active involvement and understanding in key areas such as:

- (i) Risk, Finance and Governance;
- (ii) Fundraising, Communications and Relationships;
- (iii) People and Culture;
- (iv) Future Directions.

Specific responsibilities of board members include:

- Ensuring Learning for Life has a clearly defined purpose and strategic direction with goals that are articulated and communicated to all relevant stakeholders;
- Ensuring Learning for Life meets its operational, governance, statutory and strategic obligations;
- Ensuring the financial and operational health of the organisation through appropriate policies, delegations, risk assessment, budgets and culture of the organisation;
- Acting as a trusted advisor and support for the Chief Executive Officer;
- Reviewing agenda and supporting papers in advance of meetings in order to come to meetings fully informed and prepared for the discussion and assessment;
- Understanding and being informed about the role of a director and legal responsibilities



- involvement in at least one board subcommittee and supporting special projects that may arise from time to time; and
- representing Learning for Life to stakeholders and acting as an ambassador for the organisations.

Board members are expected to fulfill their responsibilities in the best interests of Learning for Life while adhering to the Conflicts of Interest Policy. The board meets at least five times each year, in addition to the Annual General Meeting held in November. Subcommittee meetings are scheduled throughout the year based on their respective calendars. Additional board or subcommittee meetings may be arranged as needed, depending on specific circumstances.

### **Board Member qualifications and qualities**

Serving on the Learning for Life board is a highly rewarding opportunity for individuals who are passionate about our mission and goals. Ideal candidates should possess the following qualifications:

- professional experience (including relevant professional registrations, if applicable) within the skill set being recruited for or strong relationships within the industries;
- a track record of leadership and accountability;
- an ability to forge relationships, collaborate and help build consensus among diverse individuals;
- demonstrated commitment to the Learning for Life vision, purpose, mission and values;
- personal qualities which embody integrity, credibility, fairness and respect.

All board members must also undertake the following checks and training:

- Victorian Working with Children Check (free for volunteers);
- National Police Check (conducted through Learning for Life and at Learning for Life's cost);
- Disability Worker Exclusion List Check, or NDIS Worker Screening;
- Learning for Life board induction training;
- within 2 weeks of board appointment, completion of the NDIS Worker Orientation Module;
- within 2 months of board appointment, completion of the Learning for Life Child Safe Training.

### **Expectations of Board members**

- Attend, prepare for and participate in board meetings and the Annual General Meeting
- Attend and participate in a board subcommittee as necessary.
- Help communicate and promote Learning for Life's purpose, mission and goals and role model Learning for Life's values.
- Understand and abide by all policies and procedures of Learning for Life.
- Become familiar with and understand Learning for Life's finances, budget and financial/resource requirements.
- Sign and return the Code of Conduct Acknowledgment, the Confidentiality Agreement, the Declaration of Interests form, the NDIS Key Personnel Suitability Criteria Acknowledgment and Application for Board Membership form.

### **Remuneration**

Service of the Learning for Life Board of Directors is without remuneration, other than reimbursement of legitimate expenses incurred in performing duties as a Board member.



## **ADDITIONAL RESPONSIBILITIES OF APPOINTED OFFICE BEARERS**

As noted above, the Chair, Deputy Chair and Treasurer are appointed from the pool of elected board members. The role of Secretary may be appointed to a board member or a staff member. Each of the Chair, Deputy Chair, Treasurer and Secretary are office bearers of the organisation and have additional roles. The additional responsibilities of the Treasurer are detailed below:

### **Additional Responsibilities of the Treasurer**

The role of the Treasurer is to ensure appropriate financial oversight for the organisation. The Treasurer's additional responsibilities include the following:

- Oversee the financial management of the organisation, ensuring accurate and timely financial reporting.
- Maintain an up-to-date understanding of the organisation's financial position, including budgets, forecasts, and cash flow management.
- Work closely with the CEO and finance team to develop and monitor the annual budget.
- Ensure compliance with all financial regulations, including tax filings, audits, and reporting requirements.
- Present financial reports to the Board, providing clear and concise explanations of financial data.
- Advise the Board on financial strategies and policies to support the organisation's long-term sustainability.
- Assist in the development and implementation of financial policies and procedures to improve financial governance.
- Support fundraising initiatives by providing financial insights and ensuring effective stewardship of funds.

### **Qualifications:**

- Bachelor's degree in finance, accounting, business administration, or a related field. CPA or equivalent certification preferred.
- Minimum of 5 years of experience in financial management, accounting, or related roles. Non-profit experience is highly desirable.
- Strong understanding of financial principles, budgeting, and financial reporting.
- Experience with financial software and tools; familiarity with non-profit accounting software is a plus.
- Excellent analytical skills and attention to detail.
- Ability to communicate complex financial information to non-financial stakeholders.
- Commitment to the mission and values of L4Life.
- Previous experience serving in a similar volunteer leadership or Board role is an asset.

### **Time Commitment:**

- Approximately 6-8 hours per month, including attendance at bi-monthly Risk Sub-committee and bi-monthly Board meetings.
- Occasional additional hours may be required during audit periods, budget preparation, or major fundraising events.



**What We Offer:**

- The opportunity to make a meaningful impact in the lives of children with autism and their families.
- Collaboration with a passionate and dedicated team of professionals and volunteers.
- Professional growth and networking opportunities within the non-profit sector.
- The chance to contribute your expertise to a cause you care deeply about.

**How to Apply:**

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and interest in the position to [nicole.gomizel@learningforlife.com.au](mailto:nicole.gomizel@learningforlife.com.au). Applications will be reviewed on a rolling basis until the position is filled.

*The Learning for Life Autism Centre Inc supports diversity and inclusion, and we have zero tolerance for discrimination and harassment because of neurodiversity, race, colour, age, religion, sex, national origin, gender identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status. We welcome applications from individuals of all backgrounds and experiences who are committed to our mission.*

*We are committed to the safety and wellbeing of children and have zero tolerance for child abuse.*

