

Role profile for treasurer

Treasurer's responsibilities

The treasurer has a watchdog role over all aspects of financial management, working closely with the board to safeguard Dwell's finances. It's important to note that although the Treasurer ensures that these responsibilities below are met, most of the work is delegated to the paid staff.

- Takes overall responsibility for the financial management of Dwell on behalf the board
- Ensures the finances of Dwell are managed appropriately
- Provides an assurance of the on-going financial viability of the organisation to the board
- Makes recommendations to the board about income and expenditure, investments and debts where needed
- Ensures that all statutory and other financial requirements are complied with
- Reviews the annual budget
- Reviews the annual statement of financial performance and statement of financial position
- Ensures that the annual audit process is undertaken in a timely fashion according to legal requirements
- Advises the board of any situation that is likely to impact on the running of Dwell
- Provides regular financial reports to the board and provides explanations where required
- Ensures that Dwell assets and resources are used effectively to leverage growth

Qualities of treasurer

- Proven financial experience
- Proven business acumen
- Excellent communication skills and ability to translate financial information into plain English

- Strategic capability
- Has resources to call on to assist with work

Responsibilities of all board members

- Agree the strategic direction of Dwell and supporting strategic plan
- Establish and regularly review the strategic goals and objectives of Dwell
- Agree the priorities and policies of Dwell
- Agree policies and making decisions on key issues, including matters that involve significant financial or other risk to Dwell or affects its ability to achieve its vision or strategic objectives
- Ensure Dwell's assets and resources are used effectively, and in line with its values, to achieve the vision and strategic objectives
- Monitor Dwell's performance
- Appointing and monitoring the performance of the chief executive who is responsible for the day-to-day management of operations
- Ensure Dwell is conducting itself lawfully and ethically in all matters, in line with its vision and values
- Commit to excellence in governance, including regularly monitoring, assessing and improving its own performance
- Attend all meetings, or if absolutely unavoidable, apologise in advance for absence
- Prepare well and in advance for all meetings, including reading all board papers and other information provided
- Consider, debate and vote on issues before the board based on the best interests of Dwell
- Develop and maintain good working relationships with board members and the chief executive
- Manage stakeholder relationships as agreed
- Look to the future and keep informed of issues and trends that may affect the vision and organisational health of Dwell
- Complete work in the agreed timeframes
- Be an ambassador for Dwell and act in and support of its best interests at all times

Qualities of all board members

- Commitment to Dwell and demonstrates Dwell's values
- Good communication and interpersonal skills
- Good relationship management
- Good governance knowledge and skills
- Team player
- Problem solving/ solution seeking
- Professional
- Strategic thinking

Key dates + selection process

Closing date	8am Friday 25 May 2018
Shortlisting	28 May to 6 June 2018
Interviews	7 June to 12 June 2018
Appointment panel's recommendations submitted to board for approval	18 June 2018
Handover to new treasurer begins	20 June 2018
New treasurer's first board meeting	31 July 2018

