

# TREASURER YOGA AUSTRALIA

## Job Description

<b>Name</b>	
<b>Organisation</b>	Yoga Australia
<b>Length of term</b>	3 Years
<b>Position</b>	Treasurer
<b>Reports to</b>	President
<b>Date Written</b>	15/06/2019
<b>Date Updated</b>	

<b>Position Purpose</b>	Responsible for Yoga Australia financial activities. Ensuring the effective financial systems and procedures have been established and are being consistently followed and inline with best practice and legal requirements.
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<b>Yoga Australia Mission</b>	To ensure the integrity, tradition and longevity of yoga is maintained, by developing, implementing and supporting professional standards and practice.
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<b>Yoga Australia Vision</b>	Ensure everyone can access, experience and enjoy the diverse benefits of yoga as a lifestyle and practice.
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<b>Expectations of Yoga Australia Board (Collectively &amp; Individually)</b>	<ul style="list-style-type: none"> <li>- Determining the missions and purposes of the Yoga Australia</li> <li>- Creating and monitoring the strategic direction, goal setting and organisational planning of Yoga Australia</li> <li>- Actively upholding and reviewing Yoga Australia's constitution</li> <li>- Ensuring strong fiduciary oversight and financial management</li> <li>- Approving and overseeing Yoga Australia programs and services</li> <li>- Fundraising and resource development</li> <li>- Assessing its own performance as the governing body for Yoga Australia</li> <li>- Each member is expected to know and soundly understand Yoga Australia's mission, constitution, governance statement, advocacy statement, strategic plan, rules and principles, policies, programs, procedures and needs</li> <li>- Serve as an active advocate for Yoga Australia and fully engage in identifying and securing financial resources and partnerships necessary for Yoga Australia to advance its mission</li> <li>- Prepare for, attend and conscientiously participate in board meetings</li> <li>- Participate in a state committee and/or working group</li> <li>- Participate and support Yoga Australia initiative's and programs</li> <li>- Provide advice, opinions and independent judgement to inform board decisions</li> <li>- Evaluates the performance of the CEO in consultation with the President</li> </ul>
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<b>Responsibilities of Yoga Australia Board (Collectively &amp; Individually)</b>	<ul style="list-style-type: none"> <li>- Review agenda and supporting documentations prior to board meetings</li> <li>- Be accountable and responsible for the actions and decisions made by the Yoga Australia Board</li> <li>- Understand Yoga Australia's financial position</li> <li>- Maintain confidentiality about all internal matters pertaining to Yoga Australia</li> <li>- Ensuring Yoga Australia acts in accordance with the law</li> <li>- Governing and overseeing Yoga Australia's operations and performance in consultation with the National Management Committee members and council of advisors</li> <li>- Attend the (Annual General Meeting) AGM</li> </ul>
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<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>- Serves as a volunteer of Yoga Australia</li> <li>- Managers the finances of Yoga Australia</li> <li>- Administrates financial matters of Yoga Australia</li> </ul>
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	<ul style="list-style-type: none"> <li>- Provides annual budgets to the board for approval</li> <li>- Forecast cash flow and ensures funds are available for ongoing operational and capital investments</li> <li>- Maintain external relationships with investors, lenders and other financial partners</li> <li>- Alerting the board to financial risk regarding strategic and operational planning</li> <li>- Regular financial planning and reporting</li> <li>- Presentation of financial reports at the AGM</li> <li>- Reviews and supports the development of financial policies and procedures</li> </ul>
<b>Quality assurance responsibilities</b>	<p>The Treasurer will be measured on the success of the following principles:</p> <ul style="list-style-type: none"> <li>- Governance principles</li> <li>- Accurate and timely submission of annual budgets</li> <li>- Accurate and timely submission of financial reporting at board meetings</li> </ul>

<b>Relationships (Internal / External)</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>- Board members</li> <li>- Yoga Australia Staff</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>- Yoga Australia Members</li> <li>- Financial partners</li> <li>- National and international partners and associations</li> </ul>
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## Job Specifications

<p><b>Competency level required</b></p> <p><b>Leadership skills</b></p> <p><b>Management skills</b></p> <p><b>Supervisory skills</b></p> <p><b>Interpersonal skills</b></p> <p><b>Personal attributes</b></p>	<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>- Excellent time management skills.</li> <li>- Impeccable verbal and written communication skills</li> <li>- A sense of responsibility</li> <li>- Handle incoming inquiries from board members in an appropriate and timely fashion</li> </ul>
	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>- Operational experience and knowledge in financial control and budgeting</li> <li>- Provide and contribute to an overview of the operation of the Yoga Australia in terms of concerns, issues and achievements</li> <li>- Undertake Yoga Australia's objectives and support company initiatives by taking on additional responsibilities as required</li> <li>- Generate documentation and provide reference material as required by the Board to support Yoga Australia's initiatives</li> <li>- A strong sense of responsibility, self-motivation, accountability and an exceptional work ethic</li> </ul>
	<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>- Ability to motivate diverse groups to achieve goals</li> <li>- Ability to advise board members on financial performance targets, responsibilities, short to medium financial goals</li> <li>- Provide and contribute to an overview of the financial operation of Yoga Australia</li> <li>- An Ability to provide guidance and offer sound solutions</li> <li>- The ability to work independently and as part of a board in a high pressure, high demand environment</li> <li>- Strong member focus, professional and courteous manner ability to generate and follow-up on action plans to ensure members needs are met</li> </ul>

<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>- Commercial and or academic experience in finance and accounting</li> <li>- Experience with contemporary financial management processes and systems. With the ability to articulate sound financial judgement and advice</li> <li>- Clearly evidenced ability to support and work with teams of people</li> <li>- Demonstrated project management skills, including highly developed analytical, planning and problem-solving skills</li> </ul>
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	<ul style="list-style-type: none"> <li>- Excellent finance and administration skills, with strong attention to detail</li> <li>- Highly proficient in the use of all Microsoft Office software particularly Excel, and a demonstrated ability to master unfamiliar software quickly</li> <li>- Strong communication and interpersonal skills to support the relationship development with yoga Australia board members, staff, members and stakeholders</li> <li>- Passion for implementing and supporting business activities to support a strategic plan</li> <li>- Holistic and intimate understanding of yogic philosophy, traditions and practices</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>- Able to travel throughout Australia and Overseas to represent Yoga Australia as required.</li> </ul>
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**Declaration:**

I understand the stated Job description and Job specification for the role of Treasurer on the Yoga Australia Board.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_