



CELA - Community Early Learning Australia

Position Title	Treasurer
Employment Status	Volunteer
Entity	Community Early Learning Australia

POSITION SUMMARY

Collectively the Board plays a critical role in governing Community Early Learning Australia. They are responsible for the health of the organisation and ensuring diligent oversight of business performance.

The Treasurer provides oversight of the organisation's finances in conjunction with the Board Chair, Chief Executive Officer (CEO) and Chief Financial Officer (CFO).

Role of Treasurer

- Ensures that the organisation develops a financial plan/policy including the development of adequate financial reserves, oversight of the organisation's investment portfolio and compliance within financial and legal management through regulatory requirements.
- Responsible for bringing agenda items to the meeting that add value to the organisation growth and development.
- Present an overview of the monthly financial statement to the Board.
- Oversee the organisation's risk exposure and profile.
- Mentor and support the Board with ongoing financial training required for Directors.
- Present the audited Financial Statement at the Annual General Meetings.

NON EXECUTIVE DIRECTOR KEY DUTIES

Key Deliverables and Accountabilities

Good governance requires that the Board exercises leadership by being clear about its role, responsibilities, relationships and governance processes.

The Board is accountable for exercising the authority given to it through its Constitution and the legal requirements. Its role is one of governance. Specifically, the Board is responsible for:

- Recruiting and overseeing the CEO/direct reports to the Board
- Holding the Executive accountable for the management of all delegated responsibilities
- Monitoring the organisation and organisation performance
- Ensuring policy appropriately reflects the organisational aspirations
- Offering leadership in strategy achievement
- Ensuring the Board is accountable to all shareholders
- Ensuring regular Board development; and discipline around its own performance and processes
- Exercising due diligence, fiduciary and risk management responsibility and ensures that these risks are identified and managed
- Applying good analytical skills, objectivity and good judgment



- Devoting sufficient time to preparation for meetings to allow for full and appropriate participation in discussions and decision making
- Abide by, and support group decisions once reached
- Not doing anything that in any way denigrates CELA or harms its public image.
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MEETING REQUIREMENTS

Directors will be required to:

- Attend induction schedule as required (new Directors).
- Attend monthly meetings (up to 2 hours), held virtually.
- Up to 3 hours per week of contributions to Community Early Learning Australia Board activity.
- Attend Standing Committee meetings as required.
- Ability to attend at least 80% of meetings.
- Use the approved software platform for Board documents.

KEY RELATIONSHIPS

Position reports to:	Chair
Key internal relationships:	<ul style="list-style-type: none"> ● Board of Directors ● CEO/direct reports to the Board ● Chief Financial Officer (CFO) ● Governance Manager
Key external relationships:	<ul style="list-style-type: none"> ● Members ● Internal and external stakeholders ● Represent CELA in public forums

OCCUPATIONAL HEALTH & SAFETY

Directors will be required to:

- Understand and work in accordance with relevant CELA policies at all times.
- Cooperate with CELA with respect to legislative occupational health and safety requirements.

KEY SELECTION CRITERIA

Competencies:

- Ability to work cooperatively
- Leadership skills
- Commitment to CELA Mission
- Have a thorough understanding of the principles of good governance and the CELA governance framework
- Demonstrate proven commercial and managerial experience including strong business acumen



- Have the ability to coach and mentor
- Utilise profile and networks to support the mission of CELA
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QUALIFICATIONS & EXPERIENCE


Knowledge and Experience:

- Record of high-level leadership of professional groups, Committees and Boards
- Finance skills and experience
- Preferably AICD qualification (or similar)

CONDITIONS OF ENGAGEMENT

- Directors will be subject to a Working with Children Check, Police Records Check, Bankruptcy and Disqualified Director Checks (ASIC) and Consent to Act as a Director Form.

APPROVAL & ACKNOWLEDGEMENT

Approved By:	Community Early Learning Australia Board
Authorised By:	Chair, Community Early Learning Australia Board
Signature:	
Date:	19 th October 2023

Acknowledgement of Position Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name: _____

Signature: _____ Date: _____