



Primary Position Title:	Treasurer
Appointed by and reports to:	Elected by Members, Appointed by GGSA Board, Reports to GGSA Board
Key relationships may include:	Within Girl Guides South Australia: <ul style="list-style-type: none">• GGSA Board Chair• CEO• GGSA Finance Officer• GGSA Board• GGSA Staff External to Girl Guides South Australia: <ul style="list-style-type: none">• External auditors• GGSA appointed Financial Advisors
Term of Appointment:	The Treasurer is elected at an Annual General Meeting for a term of three years with the option of the term being extended once for a further period of up to two years by special resolution of the Board
Primary Purpose of Position:	The Treasurer is to lead the financial oversight of the organisation, ensuring that Girl Guides SA Inc is working within regulatory and legal frameworks and an agreed financial plan. The Treasurer will engage with the CEO and Finance Officer on the Budget and practical financial management issues.
Responsibilities:	<ul style="list-style-type: none">• Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within Australian accounting standards.• Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of Girl Guides SA Inc.• Advise the Board on matters of finance and ensure the Board understands its financial obligations.• Identify and bring to the attention of the Board any areas of financial risk.• Ensure that appropriate financial policies and procedures are in place and fully documented.• Oversee the audit of the books each year and ensure the annual accounts are submitted to members at the Annual General Meeting.• With the CEO (or equivalent) , and in partnership



with the Board oversee the production and regular review of Girl Guides SA's Budget and Business Plan.

- Monitor variances within budget and advise appropriate action.
- Appraise the financial viability of plans, proposals, and feasibility studies.
- Report to the Board (monthly) on Girl Guides SA's financial situation, including variances from the approved budget, liaising with the Chair and Board committee chairs as appropriate.
- Sign letters or documents on behalf of Girl Guides SA Inc as required. With the CEO (or equivalent) , oversee the organisation investment strategy and report to the Board.
- Ensure Girl Guides SA complies with all financial regulations.
- Ensuring Girl Guides SA's compliance with all applicable tax arrangements.
- Oversee the fulfilment of the financial requirements of funding bodies and other contractual obligations.

Requirements of appointment to the position:

The State Treasurer need not be a member of the Association but must be a Certified Practising Accountant or Chartered Accountant with relevant current experience.

Preferred but not essential - Prior experience on a not-for-profit board or regular provision of reports to a not-for-profit Board.

Capabilities and personal attributes

- To demonstrate a commitment to the principles of Guiding and support the fundamental philosophy of Guiding.
- Capability and willingness to oversee the practical operational aspects of the organisation's finances.
- Strategic planning, critical thinking and influencing skills.
- Experience using small business account software (MYOB Retail, Zero)
- Sound understanding of payroll, superannuation, GST (all of which Girl Guides SA manages itself)



- High level of spreadsheet knowledge
- Have good team leadership skills and be efficient in working with people.
- Be able and willing to initiate projects and follow up on matters of concern.
- To communicate clearly and in a timely manner.
- Have the capacity and time to undertake the role.

Appointment review

- New to Role Review completed six months following appointment.
- Review as part of the decision making process at an extension of the initial three-year term.