

Treasurer

Purpose

The Treasurer leads the Board's financial oversight and assurance, helping the Board meet its duty to keep Living Proud financially sound and sustainable. The Treasurer ensures money is properly collected, banked, recorded and spent, that financial reporting is accurate and timely, and that the organisation complies with the financial requirements of the Associations Incorporation Act 2015 (WA). The role supports the strategic priority of robust, transparent financial management and reporting. Financial literacy - and ideally a finance or accounting background - is essential.

Key responsibilities

- Ensure amounts owed to the Association are collected and receipted, and that funds are banked and credited to the correct accounts.
- Ensure payments are made only as authorised by the Board or a General Meeting and within delegated limits.
- Ensure the safe custody and integrity of the Association's financial records, Financial Statements and Financial Reports.
- Ensure compliance with Part 5 of the Act and coordinate preparation of the annual Financial Report for the AGM.
- Support the external audit or review and provide any assistance required by the auditor or reviewer.
- Present clear, plain-language financial reports to the Board (budget versus actual, cash flow and reserves) and help all directors interpret the numbers.
- Provide a link between the Board and the Finance, Audit and Risk Management (FARM) Committee and advise on controls, reserves and financial sustainability.

Director duties - every Board Member

Every Board Member is a director of the Association and must: act with care and diligence; act in good faith in the best interests of the Association and for a proper purpose; not improperly use their position or information; and disclose and stand aside from any material personal or pecuniary interest.

Appointment, term and commitment

- **Appointment & term:** Elected by the members at the AGM; two-year term. The six-year Executive limit applies.
- **Eligibility:** An Ordinary or Life Member aged 18+, not disqualified under s. 39; may not hold two Executive offices at once.
- **Accountable to:** The Board and, through it, the members.
- **Time commitment:** Approximately 8 to 10 hours per month, covering monthly Board meetings with preparation plus secretariat work managing bi-monthly FARM Committee meetings and periodic financial review; heavier around budgeting, audit and the AGM. Honorary (unpaid).

Board culture and what we're looking for

Living Proud's Board brings together people with different skills, identities and lived experiences, united by a commitment to the health, safety and wellbeing of LGBTIQ+SB communities across Western Australia.

Our culture and values

Our work is guided by six values: Respect, Integrity, Collaboration, Courage, Equity and Pride. We expect every Board member to model these values and to bring an intersectional, community-centred approach to governance. In practice, our Board:

- is collegiate and respectful, and values constructive challenge, open debate and independent judgement, with decisions made collectively;
- focuses on governance rather than day-to-day management, supporting and holding to account the CEO and staff;
- holds high standards of integrity - declaring conflicts of interest, maintaining confidentiality, and coming prepared to contribute at every meeting;
- is committed to continuous improvement, director development and honest reflection on its own performance; and
- draws on lived experience of, and genuine connection to, LGBTIQ+SB communities in everything it does.

Skills we are especially seeking

Essential

- Experience in finance and accounting. This is an essential requirement for the Treasurer position. It may come from a professional accounting or finance role, or from another role carrying substantial financial management responsibility. A professional qualification such as CPA or CA is desirable.

Also sought

We welcome people from a wide range of backgrounds, and are currently particularly interested in applicants who also bring expertise in any of the following domains:

- Legal and regulatory compliance
- Human resource management
- Technology, digital systems and cyber security
- Fundraising, grants and income generation.

Diversity, inclusion and belonging

Living Proud is committed to a Board that reflects the diversity of the LGBTIQ+SB communities we serve. We strongly encourage applications from people who are currently underrepresented on our Board. In particular, we warmly welcome applications from Aboriginal and/or Torres Strait Islander people, people with disability, women and gender-diverse people, people from culturally and linguistically diverse backgrounds, and people living in regional and remote Western Australia.

We value lived experience as much as formal qualifications, and we are committed to a safe, inclusive and culturally respectful Board environment. We are glad to make reasonable adjustments to support your participation in both the recruitment process and Board membership. If you are interested but unsure whether your experience is the right fit, we encourage you to get in touch for a conversation.