



## **Independent Living Centre Tas Inc**

### **Voluntary Board Member – Treasurer Position Vacant**

The Independent Living Centre Tas Board has a vacancy for a volunteer Treasurer.

ILC Tas is a non-profit charitable organisation that celebrated its 30<sup>th</sup> birthday in 2020. Funding is from the Tasmanian and Australian governments with the majority of revenue now being generated through our fee-for-service Allied Health business.

The organisation operates state-wide with operations based in Launceston and Hobart. People from around Tasmania are encouraged to apply.

### **Selection Criteria**

The background and skills required for this position include Finance and Risk and Governance.

The Treasurer's duties include:

- Ensure the safekeeping of all books and documents of a financial nature, including securities.
- Ensure proper books of accounts are kept and that funds are not being mismanaged.
- Ensure the financial requirements of funding bodies are met.
- Ensure financial reports are produced and presented to the Board and/or members at Board meetings and at general meetings.
- Ensure an audit of the books is prepared each year and that the accounts of the Association showing the financial position at the end of the preceding financial year, is submitted to members at the Annual General Meeting.
- Ensure an annual budget is prepared at the beginning of each financial year.
- Ensure, with other members of the Board, that the legal obligations of the Association are met.
- Perform such other duties as required by the Board.

Board members' duties include:

- Assist the Chairman, Secretary and Treasurer in undertaking their duties and fulfilling Board responsibilities
- Represent the interests of people with disabilities from your region in Tasmania as much as is practicable
- Represent ILC Tas in your area of expertise and region as much as is practicable
- Ensure the Board complies with good Governance principles in conjunction with other Board members
- Assist with strategic direction and policies of the organisation
- Attend meetings (approx 6 per year) either in person or by telephone (approx 1.5 to 2 hours' duration). Travel expense reimbursement available (negotiable). Board members are required to attend at least one meeting per year in person. Additional sub-committee meetings may be required.

Please contact the Allied Health Manager Kate Frame on 6335 9200 or email [info@ilct.com.au](mailto:info@ilct.com.au) if you wish to discuss. Applications including a resume and outlining relevant knowledge and experience against the selection criteria may be emailed to [info@ilct.com.au](mailto:info@ilct.com.au) ILCT would like to fill this vacancy for a treasurer as soon as possible and are keen to hear from you if you have the desired skill set we are seeking.