

Treasurer and Chair, Finance and Risk Committee – Position Description

I. Position Title

Treasurer and Chair, Finance and Risk Committee (Board Director)

II. Organisation

Melbourne Women's Foundation (MWF)

III. Reporting Structure

- Reports to the Board Chair and is accountable to the Board.
- Chairs the Finance and Risk Committee (F&RC).

IV. Position Summary

As Treasurer and Chair of the Finance and Risk Committee, you play a critical leadership role in safeguarding the financial sustainability, integrity, and accountability of Melbourne Women's Foundation (MWF).

You are responsible for overseeing financial governance, risk management, and compliance frameworks, while supporting the Board to make informed strategic decisions.

In addition to fulfilling the duties of a Board Director, you provide leadership of the Finance and Risk Committee, ensuring robust financial oversight, effective risk management practices, and alignment with the organisation's strategic objectives.

V. Key Responsibilities and Expectations

v.i. Governance and strategic leadership

- **Strategic contribution:**
Contribute to the development, implementation and monitoring of the organisation's strategic plan, ensuring alignment with purpose, vision, sustainability, and impact.
- **Board leadership:**
Actively participate in Board discussions, bringing a financial and risk lens to discussions and decisions.

- **Policy oversight:**
Support the development and review of governance, financial, and risk-related policies to ensure legal, regulatory and ethical compliance.
- **Board meetings and decisions:**
Prepare for and contribute to informed, timely decision-making at Board meetings and via out-of-session resolutions.
- **Stakeholder engagement:**
Represent MWF with credibility to members, donors, partners, and regulators as required.

v.ii. Financial Oversight (Treasurer Role)

- **Financial stewardship:**
Oversee the financial health of the organisation, ensuring sustainability, transparency, and accountability. Manage the organisation's finances, including banking, bill payments, payroll processing and packaging, and cash flow tracking. Maintain accurate financial records and audit trails, safeguard assets, and ensure compliance with tax obligations such as GST and FBT.
- **Budget and forecasting:**
Review and recommend annual budgets, forecasts, and financial plans to the Board.
- **Financial reporting:**
Ensure the Board receives accurate, timely and meaningful financial reports, including analysis of performance against budget.
- **Compliance and controls:**
Oversee the integrity of financial systems, internal controls, and compliance with relevant laws, standards, and reporting obligations.
- **Audit and assurance:**
Oversee audit processes (if applicable), including appointment of auditors, review of audited financial statements, and monitoring of recommendations.
- **Cash flow and reserves:**
Monitor cash flow, investments, and reserves to ensure ongoing financial viability.

v.iii. Risk Management and Compliance

- Risk oversight:
Lead oversight of the organisation's risk management framework, including financial, operational, strategic, and reputational risks.
- Risk culture:
Promote a proactive risk-aware culture across the organisation.
- Monitoring and reporting:
Ensure key risks are identified, assessed, mitigated, and regularly reported to the Board.
- Regulatory compliance:
Oversee compliance with relevant regulatory and governance requirements.

v.iv. Chair – Finance and Risk Committee (F&RC)

- Committee leadership:
Chair the Finance and Risk Committee, setting agendas, facilitating effective meetings, and ensuring productive outcomes.
- Workplan and priorities:
Establish and oversee the Committee's annual workplan aligned to Board priorities.
- Reporting to Board:
Provide clear, concise reports and recommendations from the Committee to the Board.
- Committee effectiveness:
Ensure the Committee operates efficiently, with appropriate skills, focus, and forward planning.

v.v. Fundraising and Resource Stewardship

- Fundraising support:
Support and participate in fundraising efforts, including engaging donors, sponsors, and members.
- Financial credibility:
Provide confidence to stakeholders regarding the organisation's financial stewardship.
- Resource allocation:
Contribute to decisions ensuring effective and efficient use of resources.

v.vi. Community Engagement and Advocacy

- Advocate for MWF's purpose, vision and impact.
- Build relationships across the philanthropic and community sectors.
- Participate in events and initiatives that enhance visibility and engagement.

v.vii. Other Responsibilities

- Committee participation:
Serve on additional committees as appropriate.
- Training and development:
Participate in ongoing governance and professional development.
- Time commitment:
 - Attend Board and F&RC meetings (including preparation time)
 - Attend a minimum of 4 organisational events annually
 - Contribute to strategic planning, advocacy, and fundraising activities
- Confidentiality and ethics:
Maintain strict confidentiality and uphold the highest standards of integrity and ethical conduct.

VI. Qualifications, Experience and Competencies

- Membership of Melbourne Women's Foundation (mandatory)
- Demonstrated experience in finance, accounting, audit, or financial management
- Minimum 3 years of management and board experience, ideally including Treasurer or Finance Committee roles (desired)
- Current or previous participation with MWF (desired)
- Relevant professional qualification. For example, CA, CPA, or equivalent (highly desirable)
- Strong understanding of:
 - Financial governance and reporting
 - Risk management frameworks
 - Not-for-profit sector, collective giving, volunteer-based organisations, philanthropy, and fundraising

- Desired skills and experience:
 - Audit and assurance
 - Legal, governance and compliance
 - Risk oversight
- Personal capabilities:
 - High level of financial literacy and analytical capability
 - Sound judgement and strategic thinking
 - Strong communication and stakeholder engagement skills
 - Ability to influence and work collaboratively with a diverse group of people
 - Commitment to MWF's mission and values
- Current Police Check

VII. Term

- Any Board Director may hold office for a maximum of 6 years from the date of appointment, unless extended by the Board.
- The 6 years comprise two 3-year terms. After the first term, the Director must present for re-election.