

Position Description: Treasurer

General	On being elected to the Board, undertake induction and training procedures as provided by the Board.
Governance	Provide leadership in the budgeting and financial accounting functions of Huntington's NSW ACT.
	Consider, debate, and vote on issues before the Board on the basis of the best interests of Huntington's NSW ACT only.
	Comply with the rules, policies, and standing orders of Huntington's NSW ACT.
Planning	Review and approve the Huntington's NSW ACT Strategic Plan, and other consequential arrangements (Business Plan, Marketing Plan, etc.).
Meetings	Attend all meetings, or, if unavoidable, apologise in advance for absence.
	Where Board papers are circulated in advance of the meeting (normally 7 days prior), read papers and consider issues before the meeting.
	Contribute to the discussion and resolution of issues at meetings, vote on resolutions or comment in writing if unable to attend.
Administrative & Management	Serve on Board sub-committees as requested.
	Stay up to date with Huntington's NSW ACT activities and business.
	Participate in recruitment and evaluate performance of CEO.
	Review and approve Huntington's NSW ACT's systems for financial control and risk management.
Media	Make comments to the media only as provided in the Huntington's NSW ACT's Media Policy.
Promotion & advocacy	Promote Huntington's NSW ACT in the community as opportunities arise.
	Capability to advocate on behalf of the Board in pursuing its goals and objectives and related actions and issues, including industry issues, inquiries, submissions and funding opportunities.

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ABN 54 571 730 306

Fundraising & Participation	Participate enthusiastically in any fundraising approved by the Board. Engage actively with social events and other functions organised by Huntington's NSW ACT.
Legal & Ethical	Avoid making any improper use of any information acquired by virtue of their position in Huntington's NSW ACT so as to gain any material advantage for themselves, or for any other person, or to the detriment of Huntington's NSW ACT.
	Inform the Board immediately if any direct or indirect material or personal interest in any contract with Huntington's NSW ACT, and not vote in the Board on that issue.
	If any non-material personal conflict of interest in any matter before the Board or belief that the perception of such a conflict might arise, inform the Board immediately and follow the Board's rulings as to proper procedure.
	At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus.

April 2021

