

Roles and Responsibilities of the Board Treasurer

The Treasurer is a key member of the board, responsible for safeguarding the financial health and sustainability of YWCA Hunter. This role provides strategic oversight of financial governance, planning, risk management, and capacity building, ensuring alignment with the organisation's mission and strategic goals. You will have the support of the wider Board Members, including the YWCA Hunter Executive Director and a pro bono legal firm. Additionally, an external accountant is a key resource for our financial operations.

Financial Governance and Reporting

- Chair the Finance and Risk Committee ('the Committee'), including setting the agenda for meetings and presenting a summary at board meetings.
- Work with the Executive Director to present clear, timely financial statements at the Committee and board meetings, enabling a transparent view of YWCA Hunter's financial health.
- Ensure compliance with financial regulations, internal policies, and contemporary best practices, maintaining strong financial controls.
- Oversee the preparation and submission of annual Audited Financial Statements / Reports to regulatory bodies.

Financial Planning

- Oversee the annual budget process, in consultation with the Executive Director and financial accounting personnel, ensuring alignment with YWCA Hunter's strategic priorities and financial position.
- Work with the Executive Director and regularly monitor budget performance, reporting variances to the Committee and board meetings and recommending adjustments where needed.
- Collaborate with the rest of the board on the long-term financial plans that support YWCA Hunter's sustainability and strategic goals.

Risk Management

- Collaborate with the Executive Director to review and enhance financial policies and risk controls as needed.
- Collaborate with the Executive Director to maintain financial risk management practices that protect YWCA Hunter's resources and ensure operational resilience.
- Support the Committee in identifying potential financial risks and implementing measures to mitigate them effectively.





YWCA | HUNTER
REGION INC

SUPPORT EMPOWER CONNECT

24 Dawson Street
Cooks Hill NSW 2300

T 02 4929 2954
E info@ywcahunterregion.org.au
W www.ywcahunterregion.org.au

ABN 72 582 209 745

Financial Capacity Building

- Advise on key financial concepts to support informed decision-making across the board.
- Serve as a reliable contact for financial inquiries, providing clear explanations to support governance.
- Assist with reviewing policies and procedures to ensure they are contemporary and effectively applicable.
- Possess experience in diversifying funding streams.
- Assist with reviewing financial contracts and investments with the support of legal advice where needed.

Qualifications and Skills

- Professional experience and qualifications in finance or accounting.
- Experience in financial governance and reporting, particularly in not-for-profit or community settings.
- Strong leadership and collaboration skills, with the ability to communicate complex financial information to non-financial stakeholders.

