

## **Position Description – Treasurer**

Join the Melbourne Development Circle (MDC) Leadership Team as Treasurer; ensuring the smooth operations and compliance of our volunteer run incorporated association. The Treasurer is vital to the ability of MDC to continue our work.

The goal of the MDC is to create an effective and thriving development community in Melbourne that is dedicated to achieving the UN Sustainable Development Goals. You will be joining a team of driven professionals who are working in international aid, community development, sustainability, and social enterprise.

### **MDC Background**

MDC is an incorporated association that, in recognising the diverse and dynamic nature of development practice to create a better future for all, creates inclusive, inspiring, high-quality learning and networking activities that go beyond traditional professional sectors. Our vision is to be “an effective and thriving development community in Melbourne that is dedicated to achieving the Sustainable Development Goals”. How we seek to achieve this vision is outlined in our Theory of Change and supported by a team of volunteers who progress activities of interest to students, and international and community development professionals (in not-for-profits, social enterprise, government and the private sector) and those interested in the community development field.

MDC is a working voluntary committee, which means the individuals in the team may also be carrying out the activity of the group. There is no obligation on position-holders such as the Treasurer to lead an activity in addition to their leadership role, however, that option is open to the incumbent should they wish to get involved. The MDC committee upholds a culture of supporting each other and a means of social networking. We strive to be representative of the community and international development sector and we encourage First Nations, refugee and migrant peoples to apply.

### **MDC Treasurer responsibilities**

Members of the Leadership Team meet bi-monthly (via Zoom or in person) and work together to manage MDC activities. The Treasurer role is part of the MDC Executive Group (consisting of President, Vice-President, Treasurer, Communications Manager and Partnerships Manager) to progress strategic actions for the sustainable functioning of MDC. Key Responsibilities include:

- Understand and meet your duties as Treasurer as a Victorian Incorporated Association (Model Rules)

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- Manage and reconcile the MDC bank account. Providing quick financial summaries for the team after each event with any revenue / loss for that event, as well as overall financial position. There are approximately 5 events each year.
  - Prepare financial statements for AGM (held between September – November) and coordinate signatures for statements. Attendance at AGM to present financial statements
  - Coordinate annual and event budgets, invoices, credit card reconciliation and reimbursements (via a reimbursement form) following MDC events.
  - Communicate using the [accounts@developmentcircle.org](mailto:accounts@developmentcircle.org) email and manage this account, forwarding on any emails to other team members as required
  - Identify any potential issues with cash flow/pricing and communicate these to the committee with adequate time for resolution based on meeting schedule. Whilst the Treasurer is responsible for the financial oversight of MDC, it is the responsibility of all MDC members (i.e. Leadership team) to ensure financial and association sustainability.
  - Work with other team members to develop and execute sponsorship opportunities (optional)

## Terms

12 months' minimum commitment in addition to handover / onboarding of new Treasurer at the end of term. Time allocated for handover is non-negotiable, you will be responsible for driving the recruitment of the new role and ensuring they are comfortable in their tasks before finishing up.

- Time commitment
  - Nine meetings p.a. of Leadership Committee (1.5 hours)
  - Annual planning meeting (half a day, 2 hrs prep)
  - Annual General Meeting (1.5 hrs, 2 hrs prep)
  - Meeting preparation and Leadership Team tasks (avg 2 hrs per month)
  - Regular attendance at and assistance with running (where appropriate) MDC events.
- **Ideal skills/attributes of Executive Group and Leadership Team members**
  - Strong organisational skills
  - Strong communication skills
  - An openness and enthusiasm for using web-based collaboration software (e.g. Hangouts, G-Suite, Zoom), access to a laptop or desktop computer required
  - Ability to take initiative in identifying and completing tasks that are required to progress team goals
  - Knowledge of development community and current issues

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- Passion to represent MDC with the development community and broaden networks and improve collaboration
  - Ability to dedicate 8-10 hours per month to MDC work.

#### Application details

#### To Apply

Email the MDC Leadership team [melbourne@developmentcircle.org](mailto:melbourne@developmentcircle.org) with a bit about yourself, why you're interested in joining the team, and a copy of your CV.

As this is a leadership role, you will need to also apply to become a member of the association and MDC's rules of association will be discussed with the successful candidate.

Applications close 7th May 2021. Applications will be considered and processed as they are submitted, so don't wait to apply for this excellent opportunity. We strive to be representative of the community and international development sector and we encourage First Nations, refugee and migrant peoples to apply.

#### What next?

Your application will be sent to the current leadership team for review. If you are a good match based on experience and alignment with MDC culture and values, then we will arrange for you to have a meeting or phone call with a member of the team.

If your application is accepted you will be contacted by with a confirmation and next steps for onboarding. As soon as practical we will arrange a meeting with the rest of the team so you can get to know everyone - either at an upcoming event or over a meal.

#### Questions?

Email Sophie at [melbourne@developmentcircle.org](mailto:melbourne@developmentcircle.org) to ask more about the role, the systems we currently have in place, or anything else!