

WDV Board Director and Treasurer Position Description

(Voluntary role)

CONTEXT

Women with Disabilities Victoria (WDV) is inviting interested persons with a finance skillset to join the WDV Board.

WDV is the peak organisation for women with disabilities in Victoria. Our mission is to advance real social and economic inclusion for women and gender diverse people with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women and gender diverse people with disabilities.

WDV values are equal opportunity, effectiveness, creativity, accessibility, diversity, respect, accountability and collaboration.

The WDV Board of Directors is the voice of our members. The Board's job is to set the strategic direction of, and govern, the organisation. Our work includes advocacy, representation, and implementing projects. We also raise awareness, through workforce training, about issues facing women and gender diverse people with different kinds of disability across Victoria. We seek to advance intersectional gender equity and invite women, nonbinary and gender diverse people to apply.

Position Location: Online.

Remuneration: This is an unremunerated position; however, a token sitting fee payment is available and approved expenses will be reimbursed.

KEY RESPONSIBILITIES

Financial and Risk

- Reports to the Board on WDV finances.
- Understands the organisation's finances and liaises with the CEO on financial matters.
- Ensures the Board receives regular financial management reports (prepared by the Financial Accountant) and acts as financial interpreter for Board members.
- Ensures the Board's financial policies are being followed.

- Ensures the annual budget is adequately prepared, monitored and reviewed.
- Actively engages in reviewing and assessing WDV's financial control and risk management strategies.
- Liaises, on behalf of the Board, with funding authorities, auditors, and other external parties on financial matters, where Board representation is deemed to be necessary.
- Oversees the auditing of the annual financial report and fulfils obligations in relation to the audited accounts.
- Provides informal support to the organisation in terms of development of financial and business policies and practices.
- Chairs the Finance and Risk Committee (bi-monthly).

Board and Committee meetings

- Attends Board and Finance and Risk Committee meetings (bi-monthly).
- Reads papers and consider issues before the meetings.
- Contributes to the discussion and resolution of issues at meetings.

Legal and Ethical Responsibilities

- Avoids making any improper use of your Board position, or of any information acquired by virtue of your position, to gain any material advantage for yourself or any other person, or to harm the organisation.
- Acts with reasonable care and in good faith in the best interests of WDV.

PROBITY & COMPLIANCE REQUIREMENTS

- Current consent to check and release National Police Record with a satisfactory outcome.
- Must possess Australian Citizenship, permanent resident status or applicable work visa.
- Certificate showing full covid vaccination (or medical exemption) strongly preferred.

DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- Relevant tertiary qualifications in finance or accounting.
- Membership of a professional Accounting Body (CPA or CA).
- 4+ years' experience in a financial management role.
- Experience in the not-for-profit and/or public sector.
- A commitment to the values and principles underpinning WDV.
- Lived experience of disability is highly desirable.

Approved: 3 October 2024