



livin' well

18 February 2021

POSITION VACANT – COMMITTEE MEMBER / TREASURER

Liberty Community Connect is a local, award winning, independent, not for profit community organisation that has thrived for 30 years. Recently the position of Treasurer has become vacant on our volunteer Management Committee. We are seeking expressions of interest from our networks so if you feel you have the knowledge, skills and experience for this role we invite you to apply via our website / Join Us page.

For more information about Liberty please visit our

- website – www.libertycommunity.org.au, and
- facebook page – liberty community connect.

If you would like to discuss this opportunity further feel free to email me direct on jo@libertycommunity.org.au or give me a ring – 5578 1668.

Please forward this email on to anyone you know who may be suitable for this position.

I look forward to receiving your expression of interest.

Sincerely,

Jo Todoruk
General Manager

Liberty Community Connect Inc.

31 Martin Street, Nerang QLD 4211 | PO Box 446, Nerang QLD 4211

T: (07) 5578 1668 | F: (07) 5578 1331 | E: info@libertycommunity.org.au | W: libertycommunity.org.au



POSITION

**MANAGEMENT COMMITTEE
MEMBER
TREASURER**

"Supporting people to live a life of their choice."

PRIMARY ROLE and PURPOSE

Liberty Community Connect Inc. (Liberty) is an award winning, not for profit, community based organisation providing services throughout the Gold Coast supporting people who are elderly, people who live with a disability, their carers and their families. Liberty supports people to live a life of their choice, enhancing their independence, empowering them to be socially connected.

The Management Committee consists of members whose personal and professional experience, collectively make up the skills required for successful governance of a not-for-profit, community services organisation. Members of the Management Committee need to have appropriate knowledge, skills and/or experience in working with our client group and the capacity, commitment and passion to serve both the membership and the clients of the organisation diligently and with vision.

The authorities of the Management Committee are detailed in Liberty's Constitution.

KEY SELECTION CRITERIA

Essential

- Desire to participate in the on-going development of a high quality community care organisation
- All requirements as outlined under
 - Skills and Experience
 - Conditions of Committee Membership (verification required), and
 - Demonstrated knowledge, skills and abilities as outlined in Key Accountabilities and Duties.

Desirable

- Management Committee experience, preferably in the role of Treasurer, in working in a community organisation that provides services for people that are elderly, adults with a disability and their carers,

Personal Attributes & Qualities

- Enthusiastic
- Reliable
- Passionate about people based outcomes
- Positive and professional attitude
- Works effectively in a team environment, and
- Efficient and organized.

POSITION TITLE	Management Committee Member - Treasurer		
DATE PREPARED	October 2018	DATE REVIEWED	February 2021
AUTHORISATION			
General Manager	Jo Todoruk		
	Name	Signature	Date

QUALIFICATION, SKILLS and EXPERIENCE

- Strong economics and accounting background
- Personal commitment to a professional, flexible and compassionate approach
- A collaborative mindset developed through academic or work experience, and supported by mature judgement and practical wisdom
- Comprehensive understanding of financial reporting and budgets, strategic planning processes and quality improvement frameworks
- Relevant experience, or the ability to acquire knowledge, in the responsibilities of the Management Committee
- Experience in interpreting management reporting
- Excellent communication skills, and
- Computer skills.

CONDITIONS of COMMITTEE MEMBERSHIP

- Person of good standing. Position is subject to criminal record checks (at Liberty's expense) – e.g.
 - National Police Check, and
 - holder of existing positive Yellow Card or eligibility to work under a NDIS Worker Screening Check
- Not be a disqualified individual as per the Aged Care Act 1997 under Section 10A – Disqualified Individuals, and
- Compliance with Liberty's operational practices – e.g. Constitution, Policies & Procedures, Code of Conduct.

COMMITMENT

Attendance at Management Committee meetings on the fourth Tuesday monthly; approx. 5.00 – 7.00 pm and otherwise as necessary to meet the responsibilities of the Management Committee and needs of the organisation.

KEY ACCOUNTABILITIES and DUTIES

SECTION 1 - RESPONSIBILITIES

The Management Committee as a whole are responsible for

- appointing a General Manager who is responsible for the operational running of the organization
- ensuring that Liberty maintains
 - legal and financial accountability, and
 - risk management responsibilities
- maintaining the strategic direction of the organisation

- participating in the review and approval of the Strategic Plan annually
- advocacy of the organization for the community by listening to the voices of their community and adding their voice to support the needs of community members, and
- promoting a positive public perception of the organisation and positive organisational culture.

SECTION 2 – THE ROLE OF TREASURER

The Treasurer

- is familiar with Liberty’s Constitution and applies correct financial practices
- ensures that
 - finances are monitored and reported on monthly
 - true and accurate financial reports are maintained
 - financial records are ready for the annual audit and prepares a draft financial statement for audit, and
 - prepares and presents the Treasurers’ Report, Auditors’ Report and audited financial statements at the Annual General Meeting, and
- any other duties or responsibilities required under relevant legislation including Associations Incorporation Act 1981, Aged Care Act 1997, Disability Act 2006, NDIS Act 2013 and the Liberty Community Connect Constitution.

SECTION 3 - REMUNERATION and BENEFITS

The Liberty Management Committee are valued volunteers and Management Committee members do not receive remuneration for participation.

Management Committee members are entitled to reimbursement for any approved expenses incurred in the course of representing Liberty and attendance at conferences, training and Management Committee meetings. Expenses may include

- fuel
- meals
- transportation, and/or
- accommodation.



Application for Committee of Management

POSITION/S VACANT: TREASURER				
1. POSITION				
Position Applied For:				
2. How did you find out about the position?				
<input type="checkbox"/> Liberty Community Connect Website		<input type="checkbox"/> Liberty Community Connect Facebook Page		
<input type="checkbox"/> Word of Mouth		<input type="checkbox"/> Email Contact		
<input type="checkbox"/> Other:				
3. PERSONAL DETAILS				
Name:				
Address:				
Suburb:				Postcode:
Telephone:		H:	W:	Mobile:
E-Mail Address:				
4. APPLICABLE KNOWLEDGE, SKILLS and/or EXPERIENCE				
5. SERVICE ON BOARDS, COMMITTEES, COMMUNITY GROUPS ETC				

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6. STATEMENT OF SUITABILITY - What are your reasons for applying for this particular role?			
7. REFEREE'S			
Referee's name	Position held	Company name	Contact number
Do you give permission for us to contact your referees regarding your skills and experience?			<input type="checkbox"/> Yes <input type="checkbox"/> No
8. GENERAL			
Are you a holder of a existing positive Yellow Card or are you eligible to work under a NDIS Worker Screening Check?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you agree to undertake Criminal History Screenings and provide information and identification required to undertake these?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a criminal offence?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what was the conviction for?			
Are you a citizen of Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

I hereby certify that the above information and attachments are correct and completed to the best of my knowledge and I recognise that if any of the information is untrue or incomplete it could result in the termination of my role on the committee.

Signature: _____ Date: _____

The Interview and Selection Process:
After assessing the applicants based on knowledge, skills, experience and suitability appropriate applicants will be contacted for an interview.

Our Vision ~ *"Supporting people to live a life of their choice"*

Our Mission ~ *"To make a positive difference, promoting client independence, by providing quality care and flexible services that respect the individual"*

Our Values ~ *"We recognise the dignity of each individual, demonstrate integrity in all that we do, and are proudly people focused"*
