

OPEN CHANNEL TREASURER POSITION DESCRIPTION

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| POSITION TITLE: | Treasurer |
| ORGANISATION: | Open Channel Co-operative Limited |
| RESPONSIBLE TO: | Chair, Open Channel Board |
| DURATION: | Up to 7 months (until the next AGM) |
| SALARY RANGE: | N/A – Voluntary position |
| DATE OF ISSUE: | November 2015 |

Open Channel's Mission

Open Channel is a not for profit membership based organisation located in Victoria. We connect emerging and early career filmmakers to professional practice through professional development, events and networking.

Vision

Our vision is to develop job ready screen creators through professional development and training. We will connect our urban, regional and indigenous members with the best practitioners in the industry so that innovative screen experiences and employment outcomes can be created.

Open Channel exists to:

- a) Facilitate the development of members' professional skills to create innovative screen experiences for broader audiences and communities.
- b) Strengthen the sustainability of the screen sector by:
 - a) Providing a continuous flow of quality, skilled and creatively ambitious talent to the industry.
 - b) Fostering real professional opportunities, connections and careers for emerging and established writers, directors, producers and skills based workers.

Core Purpose:

Open Channel's core purpose is strengthening:

- a) **Stakeholder & Community Engagement:** through membership, funders, tertiary institutions, practitioners, industry, guilds, co-production with urban, regional and indigenous screen content creators and distribution platforms to reach broader audiences.
- b) **Talent development and recognition:** through skills development, training, programs, production initiatives, industry awards, events and jobs.

- c) **Pathways, connection & access to industry practitioners:** through memberships, networking, mentoring and employment opportunities.

Treasurer Position Summary

The Treasurer will have exceptional leadership skills and an accountancy background to assist the organisation to implement its mission and vision, while adhering to sound financial management and reporting requirements.

The main duties of the Treasurer is to oversee the financial administration of the organisation, review procedures and financial reporting, and advise the board on financial strategy.

Accountabilities

Financial oversight:

- a) Ensures that record-keeping and accounts meet the conditions of funders and/or statutory bodies, and that the organisation complies with relevant legislation;
- b) Ensure the organisation complies with tax regulations, such as GST and payroll;
- c) Ensures that the accounts are ready for audit each year;

Budgeting:

- a) Planning and preparing the annual budget for approval by the board in co-operation with the Executive Director and General Manager
- b) Ensure that the organisation operates within the budget as approved;
- c) Ensure funds are available to cover cash flow;

Board Reporting:

- a) Regular financial reporting to the board, as well as to the Annual General Meeting;
- b) Ensure the Committee/Board understands its financial obligations;
- c) Identify and bring to the attention of the Committee/Board any areas of financial risk to the organization;

Financial Policies:

- a) Oversee the development and implementation of financial management policies and procedures;
- b) Ensure the organisation has appropriate procedures to protect against fraud and theft;

Finance Committee:

- a) Serving as the Chair of the Finance Committee;
- b) Facilitate strategic thinking within the Committee and the Board about short and long term financial viability;

Actual Job Responsibilities

1. Attend all Board meetings;
2. Serves as Chair of the Finance Committee;
3. Manages, with the Finance Committee, the Board's review of, and action related to, the Board's financial responsibilities;
4. Works with the Executive Director and General Manager to ensure that appropriate financial reports are made available to the Board on a timely basis;
5. Assists the Executive Director and General Manager in preparing the annual budget, and presenting the budget to the Board for approval;
6. Works with the Finance Committee, Executive Director and the General Manager to develop Fiscal Policies for recommendation to the Board to ensure the financial integrity and sustainability of the organisation;
7. Works with the Finance Committee, Executive Director and General Manager to develop long-term financial strategies;

8. Keeps currently informed of legal, regulatory and sector developments relating to the Board's financial responsibilities. (ACNC, ATO and Consumer Affairs Victoria);

Personal characteristics

The Treasurer should demonstrate competence in some or all of the following:

- Behave Ethically
- Communicate Effectively
- Think and Act Strategically
- Integrity

Selection Criteria

Essential

- Qualified Accountant with at least 5 years working experience;
- Understand financial accounting for not-for-profit organisations and co-operatives as regulated by the Australian Charities and Not for Profit Commission (ACNC), Consumer Affairs Victoria and other statutory and regulatory bodies;
- Understanding and empathy for emerging and early career practitioners, and to the equity and access objectives of Open Channel;

Desirable

- Familiarity with the current vocational education and training system as that impacts on training for the film, television and multimedia industries;
- Police Check may be required.