

PD – Treasurer, Soul Theatre Inc.

Note: *This is a voluntary, elected position.*

The Company

Soul Theatre Incorporated creates community based, high quality productions of a professional standard that are entertaining and thought provoking. We represent the misunderstood, the disadvantaged and the disenfranchised by confronting attitudes of narrow mindedness, bigotry, injustice and ignorance.

Alicia Liley formed the company in 1993/94. Currently CEO and Artistic Director, she has an acquired brain injury resulting from a motor accident. Her inspiring story has been the subject of a television documentary: *Alicia*, which was broadcast six times nationally and also screened internationally.

Soul Theatre is currently working on *The Climamania Project* to tackle issues of the climate change crisis and its effect on vulnerable communities. Volunteers are needed to assist with administration, marketing and production at a variety of levels, with the potential for these to become paid positions as resources allow.

The Board (also known as the Committee of Management, as defined in the Rules of Association) is responsible for the good governance of Soul Theatre Inc., including the setting of policy, financial planning and oversight and ensuring compliance with relevant legislation.

The Board is elected annually at the Annual General Meeting (AGM) of members of Soul Theatre Inc., and consists of:

- (a) a President;
- (b) a Vice-President;
- (c) a Secretary;
- (d) a Treasurer; and
- (e) Ordinary Members/Directors (the number to be decided at the AGM of members each year).

The Board may appoint (and dissolve) sub-committees to deal with any specific matters as it sees fit.

The Board may co-opt members of Soul Theatre Inc. to fill Board vacancies until the next Annual General Meeting.

Position Summary

The Treasurer receives and banks moneys and makes payments; ensures financial records are kept in accordance with the Act; and coordinates the preparation of the annual financial report to members, as well as reporting to each meeting of the Board on the current financial status of Soul Theatre Inc..

Sec 48 of the Rules of Association relates.

Duties:

Governance: Attend Soul Theatre Board and general meetings of members. Provide reports of the current status of the finances of Soul Theatre Inc. at each Board meeting.

Compliance: Coordinate the preparation of the financial statements of Soul Theatre Inc. and their certification by the Committee prior to their submission to the AGM and as required under the Act, to Consumer Affairs Victoria or the Australian Charities and Not-for-Profits Commission (ACNC) as appropriate.

Ensure financial reporting, accounting and acquittal of all grants received by Soul Theatre Inc.

Bookkeeping: Ensure that the financial records of Soul Theatre Inc. are kept in accordance with the Act.

Financial Control: Unless delegated by the Board to staff, the Treasurer must:

- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
- (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
- (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
- (d) ensure cheques and other authorisations are signed/actioned by at least 2 committee members.

Reports to: (Internally:) President, the Board collectively, members of Soul Theatre Inc.; (externally:) Consumer Affairs Victoria, Australian Charities & Not-for-Profits Commission (ACNC), Register of Cultural Organisations (ROCO)

Works alongside: President, Board members, CEO and the Executive Team, delegated financial staff.

Direct Reports: None.

Authority Level:

The position is non-executive.

Measurement:

Timely processing of all transactions; accurate record keeping; compliant reporting to the Board and the membership in accordance with the Act.

The position is answerable to the members and subject to re-election at the AGM.

Essential Selection Criteria:

- Accounting skills and experience.
- Keyboard and IT skills
- Openness, non-judgmental approach to others
- Hard worker

Desirable selection criteria:

- Experience on Boards of Management, particularly in the Not for Profit sector, preferably as Board Treasurer
- Solid grasp of the financial responsibilities of non-profit organisations in accordance with the Act and the Model Rules
- Knowledge of, and passion for: performing arts, cross art-form and interdisciplinary arts
- Familiarity with the arts, community arts, disability, local government and/or corporate industry sectors

To apply, please send a letter addressing all the above Selection Criteria, and a CV, to alicia@soultheatre.org.au