

POSITION DESCRIPTION - TREASURER

Reports to: CVNA Board

Employment Status: Volunteer

Time Commitment: Board meetings monthly - 2 hours plus preparation & oversight of financial reporting.

Central Victorian Netball Association:

Central Victorian Netball Association is a not-for-profit, member-based organisation governed by a volunteer Board of Management. CVNA strives to provide for participation opportunities in the sport of netball in a safe, fair, inclusive and welcoming environment offering skill development, physical, social, and mental health benefits for all throughout the North Central Region and Northern Zone.

Vision: Inspiring future generations with a passion for netball, and nurturing the skills to achieve their very best, by providing professional, skilled support.

Purpose: Provide for participation opportunities in the sport of netball in a safe, fair, inclusive and welcoming environment offering skill development, physical, social and mental health benefits for all throughout the North Central Region and Northern Zone.

Values: Integrity, communication, respect, consistency and inclusion.

Commitment to Child Safety:

We require all applicants to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>. At Central Victorian Netball Association, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.

Central Victorian Netball Association's Commitment to Safeguarding Children & Young People:

Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. CVNA is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.

Primary Purpose of Position

The Treasurer is responsible for providing strategic financial stewardship and governance oversight to ensure the ongoing sustainability, transparency and financial integrity of the Central Victorian Netball Association.

As a member of the Board, the Treasurer leads financial governance in accordance with the Association's Constitution and applicable regulatory requirements, ensuring sound financial management practices, accurate reporting, effective internal controls and prudent risk oversight. Treasurer responsibilities:

- Develop and monitor annual budgets and multi-year financial forecasts
- Provide clear, timely and accurate financial reporting to support informed Board decision-making
- Safeguard the Association's assets and ensure appropriate financial controls are in place
- Support long-term financial sustainability, including reserve planning and revenue diversification
- Ensure compliance with statutory obligations, audit requirements and financial reporting standards

The role operates at a governance level, focusing on oversight, assurance and strategic financial direction, with support from the Operations Team.

Core Governance Responsibilities

Strategic Leadership

- Contribute to the development, review and monitoring of CVNA's Strategic Plan.
- Participate in long-term planning (3–5 year horizon).
- Ensure Board decisions align with CVNA's vision, values and objectives.

Board Oversight & Decision-Making

- Attend and actively participate in Board meetings.
- Review Board papers in advance and contribute constructively to discussions.
- Exercise independent judgment and due care in decision-making.
- Vote on Board matters in accordance with constitutional obligations.

Fiduciary & Legal Duties

As a Board Member under the Constitution - CVNA Constitution Dec 2024, a Director must:

- Act in good faith and in the best interests of CVNA.
- Exercise due care, skill and diligence.
- Avoid improper use of position or information.
- Declare material personal interests and comply with conflict-of-interest requirements.
- Maintain confidentiality.

Risk Compliance & Culture

- Support the Board's oversight of risk management.
- Uphold child safety obligations and cultural safety commitments.
- Promote an inclusive and respectful environment aligned with CVNA values.
- Support compliance with Netball Victoria policies and applicable legislation.

Skills & Attributes

- Relevant qualification in accounting, finance, commerce or related discipline. (CPA/CA desirable).
- Demonstrated experience in financial management, budgeting and financial reporting, preferably within a not-for-profit or community organisation.
- Strong understanding of financial governance, internal controls and compliance obligations for incorporated associations.

- Ability to interpret financial statements and provide clear, strategic financial advice to a Board.
- Proficiency in accounting software and financial management systems, with strong spreadsheet and analytical capability.
- High level of integrity, sound judgement and the ability to manage financial risk and confidentiality at Board level.

Personal Attributes

- Integrity and professionalism
- Collaborative mindset
- Constructive challenge capability
- Strong communication skills
- Commitment to the development of regional netball

Expectations of Time & Engagement

- Attend scheduled Board meetings (typically monthly).
- Attend strategic planning sessions and key events (e.g. AGM).
- Oversight of financial reporting monthly, liaise with Operations team as required.
- Represent CVNA externally when required.

Other Requirements

- Induction Training
- Police check
- Working with children check