



## **Interfaith Network (IFN) City of Greater Dandenong**

<b>Subject:</b>	<b>Governance</b>
<b>Title:</b>	<b>IFN Treasurer (Voluntary) Position Description</b>
<b>Approved Date:</b>	<b>18 September 2024</b>
<b>Approved By:</b>	<b>IFN Executive Committee</b>
<b>Effective Date:</b>	<b>19 September 2024</b>
<b>Review Date:</b>	<b>September 2025</b>

### **Background IFN**

Established in 1989, the Interfaith Network (IFN), is the longest serving Network in Australia. IFN is a group of diverse religious and cultural faiths, serving and working locally within the City of Greater Dandenong.

The Network's vision is a message of simplicity and impact, 'Many Faiths, One People'.

Our core objective is to prevent harm by promoting respect and understanding for the integrity of each person's beliefs, cultures and traditions so that people of all faiths, and none, can live together in peace and harmony.

The IFN's commitment to creating a strong sense of belonging has led to an increasing respect for shared beliefs and values resulting in deeper connections within diverse communities.

### **Overview of Treasures Key Responsibilities**

- Oversight of finances and financial controls for a charitable organization
- Active exploration of revenue streams to expand IFN's reach within the City of Greater Dandenong
- Active engagement in compliance, strategic planning, risk management and budgeting.
- Leadership of the IFN Finance, Risk and Audit Management (FAARM) Committee.
- Coordination with the Executive Officer, external auditor in preparation of key financial documents including the annual report.
- Assisting other IFN Committee Members to understand the significance and implications of the financial information that is presented to the Executive Committee.

### **Treasurer – Key Accountabilities**

- Preparation and timely dissemination of papers to the Executive Committee, and Committees as required
- In consultation with the Executive Officer, external Auditor, preparing all necessary documentation for the Annual General Meeting, Special meetings and Members Meetings, as required
- Provide effective governance and compliance support to the Executive Committee:

1. Research options
  2. Provide advice
  3. Managing recommendations based on advice
- Support the Committee's Sub-Committees (also referred to as Committees)

### **General Governance Functions, Responsibilities and Eligibility**

- Meet bimonthly for 2 hours for the IFN Executive Committee Meeting
- Attendance at a majority of Executive Committee meetings per year
- Meet bimonthly for 1 hour for the IFN Finance, Audit and Risk (FARM) Management Committee
- Attendance at a majority of IFN FARM meetings per year
- 2-year tenure appointment
- Attend key organizational events, including the Annual Signing of the Common Statement, Annual General Meeting
- Financial oversight and strategic planning
- Compliance, risk and governance experience
- Inclusive leadership at a Governance or Executive level
- Experience in Member based organizations
- Exceptional communication skills
- Innovative, ethical and forwards-thinking mindset
- Personal qualities of integrity, credibility and a passion for improving the lives of communities through effective collaboration
- Working with Children's Check (Current and Valid)
- Current Police Check (Within 6 months)
- Approved IFN Membership
- Approved IFN Membership to the IFN Executive Committee
- Current Resume inclusive of 2 current Referees

### **Remuneration**

Service on the IFN Executive Committee is without remuneration (volunteer), except for reimbursement of costs while carrying out Executive Committee Member's duties.

### **Safeguarding**

IFN is committed to child safety. We have zero tolerance of child abuse. Applicants should be aware that IFN carry out working with children checks, police checks and reference checks.

**References:**

**DIVRS Treasurer, Committee of Governance, Position Description, September 2024**