

Youth Disability Advocacy Service (YDAS)

Treasurer and Board Member

Position Description

YDAS is funded by the Victorian Government. At YDAS, we place the human rights and interests of disabled young people* at the centre of our work. YDAS undertakes advocacy and community development with disabled young people. We make sure disabled young people can participate, speak up, make decisions and lead in a more fair and inclusive society. More information can be found on the [YDAS website](#).

*In this document YDAS uses identity first language (disabled young people), as per the advice of the YDAS Steering Committee, which is comprised of disabled young people. However, we recognise that language and identity are personal choices, and that some people may prefer to use other terms including person first language (young people with disability).

The inaugural YDAS Board of Governance is responsible for ensuring that YDAS is governed in a way that is compliant with the law and allows the organisation to achieve its mission. The Board also sets the strategic vision and direction of YDAS, and oversees effective operations and the incoming CEO (currently the Head of YDAS) who is responsible for the day-to-day management decisions. The Head of YDAS reports directly to the Board.

The Board is made up of a maximum of eleven YDAS members, four of whom must be aged 25 or younger when elected. At least 50% of the Board Members must identify as being a disabled person. Board Members are elected for two years.

Board Member Position Description

Board Members have legal and ethical responsibilities for all activities of YDAS. Board Members are required to:

- Determine how YDAS will carry out its mission through long and short- term planning
- Adopt an annual budget and provide fiscal oversight
- Recruit and evaluate the performance of the Head of YDAS
- Evaluate the Board's performance and the overall performance of YDAS in achieving YDAS' mission
- Establish policies for the effective management of YDAS.

Responsibilities:

- Understand and promote YDAS's mission
- Be familiar with YDAS' programs, policies, and operations
- Attend board meetings and appropriate sub-committee meetings

- Actively serve on at least one committee and offer to take on special assignments
- Review agendas and supporting documents prior to meetings
- Participate in fundraising activities and special events
- Keep current on youth issues and affairs in Victoria and significant developments in the youth sector
- Strictly adhere to child safe policies, including undertaking child safe training
- Strictly adhere to conflict-of-interest policies
- Strictly adhere to confidentiality policies

Time Demands (approximate):

- Attend and actively participate in Board meetings (around 10 per year, approximately 2 hours in length)
- Attend and actively participate in committee meetings and related work (1 meeting per month as determined by the committee)
- Attend and actively participate in the annual planning day (usually 1 weekend day)
- Attend and actively participate in the Annual General Meeting (approx. 2 hours)
- Attend Child Safe training upon joining (approx. 1.5 -2 hours)
- Attend new board member orientation upon joining (approx. 1-2 hours)
- Promote YDAS to external individuals and stakeholders, eg. meet with potential donors/funders to make a case for funding YDAS, answer questions, etc (as needed)

All Board members have the following key legal duties:

- the duty to act in good faith and for a proper purpose
- the duty to act with reasonable care, skill and diligence
- the duty to not misuse information or position
- the duty to disclose and manage conflicts of interest, and
- the duty to manage consequences of breaches of duties.

Board Treasurer Position Description

YDAS contracts the services of YACVic, including support from the YACVic Head of Corporate Services and Corporate Services Team, to manage the general financial and compliance operations of the organisation.

In addition to the responsibilities of all Board members, the Treasurer is responsible for:

Responsibilities:

- Prior to Risk and Finance Committee (RFC) meetings, review as required - annual budget, financial reports (quarterly or as otherwise needed), annual financial statements and

auditor's report; discuss any concerns arising with the Head of YDAS and/or Head of Corporate Services.

- With the Head of YDAS and Head of Corporate Services, place any necessary financial items on the RFC meeting agenda and Board meeting agenda for discussion.
- Attend (or ensure the Deputy Treasurer is available to attend) the RFC meetings (8-10 meetings per year).
- With the Head of YDAS and Head of Corporate Services, provide the RFC and Board with brief commentary at each meeting about the financial situation of the organisation, and on any financial matters or concerns requiring attention.
- Provide assurance to the RFC and Board that the financial management and financial reports of the organisation are robust, accurate, sufficient and fit for purpose.
- Support the Board and RFC to maintain the degree of financial literacy necessary to oversee the business of the organisation.
- Support the YDAS RFC and Board members to maintain adequate understanding of the annual budget process and 6 monthly reforecast, financial reports and annual audit.
- Support the Head of YDAS and Head of Corporate Services with advice on external financial outlook, fundraising, investments, banking arrangements.
- Annually review, discuss and update as appropriate YDAS's financial delegations of authority, in line with advice from Head of YDAS and Head of Corporate Services.
- In liaison with the Head of YDAS and Head of Corporate Services, ensure that RFC and YDAS Board are aware of relevant key changes to regulations or legislation relating to accounting or audit standards, ATO, ACNC or Fair Work.
- Write a Treasurer's report for the annual report each year and deliver report to the Annual General Meeting.
- Where required, act as signatory for YDAS on financial /contractual matters.

Time demands (approximate):

- Prepare for, attend and actively participate in RFC meetings, (8-10 per year, each approximately 1.5 hours long).
- Preparation time, before each RFC meeting – approximately 1-2 hours.

Note attendance at 75% of Board and Sub-Committee meetings is expected (unless the Board provides an exemption).

Additional skills and experience required for role of Treasurer:

- Practising CPA or CA or equivalent level of experience
- Experience in accounting and financial management, preferably in the non-for-profit sector

Not essential but regarded favourably:

- A minimum of 12 months experience as a Board member or in a senior leadership position

Please send a cover letter outlining your relevant skills and your CV to secretary@ydas.org.au by 5pm Friday 6 December.